

Accounting & Budget Records

Form No (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
	3	Accounts Payable Reconciliation	3 Years	4 Years	Fiscal Accountability	--	--
	3	Accounts Receivable Reconciliation	3 Years	4 Years	Fiscal Accountability	--	--
SACS (J-200/300) (J141)(J41)	1	Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
SACS (J-400/500)		County Superintendent of Schools					
SACS (J-600/700)	1	Annual Financial and Budget Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
SACS (J-301-CE)	1	Annual Financial Report- Continuation Education Schools	Permanent	Permanent		4 Years	Permanent
	2	Annual IMF Statement, Optional Cash Request (Credit Districts)	4 Years	5 Years	Final Audit	--	--
	2	Annual Interest Accrued by Direct Order School Districts on K-8 Instructional Materials Fund	4 Years	5 Years	Final Audit	--	--
SACS (J-780)	1	Annual Program Cost Data Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
SACS (J-380)	1	Annual Program Cost Data Report, Single District	Permanent	Permanent		4 Years	Permanent
C-1- A	1	Annual Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
St Software (J-22-A)	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-A)	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-A	1	Annual Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
SACS - SEA (J-201SEA)	1	Special Education Revenue Allocation	Permanent	Permanent		4 Years	Permanent
SACS (J-200/300) (J-44)	1	Annual Report of Abatements of Expenditures	Permanent	Permanent		4 Years	Permanent
(J-43-A)	1	Annual Report of Accounts Receivable	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19C-A) (1-19 A) Suppl (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-18-A Supp)	1	Annual Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-19-A Supp)	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-19E-A)	1	Annual Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-18-A)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-18-A Supp)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-22-A)	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
B - A	1	Annual Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A)	1	Annual Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-43	1	Annual Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records - - Feasibility to Microfilm at District Discretion

Accounting & Budget Records... continued

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			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
St Software (J-18/19-A)	1	Annual Report of Attendance for Supplement Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J18/19CH-A)	1	Annual Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-C-A (J-18-A Supp)	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
SACS -TRAN (J-141)	1	Annual Report of Pupil Transportation Expense	Permanent	Permanent		4 Years	Permanent
SACS-TRAN J-141ROC/P	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (J-141-S)	1	Annual Report of Special Education Transportation Expense	Permanent	Permanent		4 Years	Permanent
	1	Annual School District Audit Reports	Permanent	Permanent		4 Years	Permanent
VE-1,SDE100 SDE-100A,B JTPA FORM, SDE-101A & SDE-103	2	Application for Allocated Federal Vocational Education Funds	5 Years	6 Years	(A)	--	--
J-22.4	1	Application for Allowance for the Cost of Educating Exceptional Children Away from the District of Residence	Permanent	Permanent		4 Years	Permanent
	3	Application for Approval of Elementary and High School Summer School	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-1703	2	Application for Capital Outlay Funds for Family Child Care Homes	4 Years	5 Years	Final Audit	--	--
J-16	1	Application for District Authority for Issuance of Warrants	Permanent	Permanent		4 Years	Permanent
1-111	1	Application for Exemption from the Classroom Teacher Salary Limitation	Permanent	Permanent		4 Years	Permanent
SDE-100	2	Application for Funding: Consolidated Categorical Aid Programs	4 Years	5 Years	Final Audit	--	--
CD-9725 CD-3704	2	Application for Funds to Provide Child Care and Development Services	4 Years	5 Years	Final Audit	--	--
CD-1706	2	Application for Revolving Loan Fund	4 Years	5 Years	Final Audit	--	--
J-PCP	1	Application for Special Allowance for Project-Connected Pupils	Permanent	Permanent		4 Years	Permanent
	3	Application for the 1999-2000 Jack O'Connell Beginning Teacher Salary Incentive Program Education Code Section 45023.4	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Application for the 2000-2001 Beginning Teacher Minimum Salary Program Education Code Section 45023.1	3 Years	4 Years	Timing/Fiscal Year	--	--
2VEA-1	2	Application for VEA Funds - Basic Grant	5 Years	6 Years	(A)	--	--
SAVEA-1	2	Application for VEA Funds - Consumer and Homemaking Education - Basic Grant	5 Years	6 Years	(A)	--	--
SBVEA-1	2	Application for VEA Funds - Consumer and Homemaking Education - Economically Depressed Area Program/Services	5 Years	6 Years	(A)	--	--
3VEA-1	2	Application for VEA Funds - Program Improvement and Supportive Service	5 Years	6 Years	(A)	--	--
4VEA-1	2	Application for VEA Funds-Special Programs for the Disadvantaged	5 Years	6 Years	(A)	--	--
	3	Appropriation Ledger	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion
 (A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
CD-9502	1	Attendance and Fiscal Reports for Alternative Payment and Child Protective Services Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for Child Care and Development Program	Permanent	Permanent		4 Years	Permanent
CD-9500	1	Attendance and Fiscal Report for Child Development Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for County Welfare Departments	Permanent	Permanent		4 Years	Permanent
CD-9516	1	Attendance and Fiscal Reports for School-age Community Child Care Programs	Permanent	Permanent		4 Years	Permanent
CD-9517	1	Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment	Permanent	Permanent		4 Years	Permanent
CD-6507	1	Attendance and Fiscal Reports for School-age Parenting and Infant Development Programs	Permanent	Permanent		4 Years	Permanent
CD-1400	1	Attendance and Fiscal Reports for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
CD-8501	1	Attendance and Fiscal Report for State Preschool Programs	Permanent	Permanent		4 Years	Permanent
J-73-A1	3	Audio-Visual Worksheet for the County School Service Fund	3 Years	4 Years	Fiscal Accountability	--	
	1	Auditor's Report	Permanent	Permanent		4 Years	Permanent
	1	Audits for Child Development Programs Administered by Private Non-Profit and Public Agencies	Permanent	Permanent		4 Years	Permanent
	(a)	Bank Deposit Slips	(a)	1 Year	Audit Purposes	--	--
	3	Bank Reconciliation and Canceled Checks	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9725 CD-2405	3	Budget Worksheet	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Cash Collection Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Census Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Certification of FTE for School Site Employees Performance Bonus and Certification Staff Performance Incentive Act Awards	3 Years	4 Years	Timing/Fiscal Year	--	--
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19CH/E	1	Charter School Educationally Disadvantaged Pupil Data	Permanent	Permanent		4 Years	Permanent
J-4	1	Claim for Reimbursement for County School Service Fund	Permanent	Permanent		4 Years	Permanent
A-1, A-3, VE-5	1	Claim for Reimbursement of Federal Vocational Education Funds	Permanent	Permanent		4 Years	Permanent
J-51	1	Classes for Adults Cost Data Report	Permanent	Permanent		4 Years	Permanent
VEA-30	2	Combined Application for VEA Funds, TitleIIA, TitleIIB, Title III B; including Vocational Education Projected Program Inventory System	5 Years	6 Years	(A)	--	--
	1	Commercial Warrant Register	Permanent	Permanent		4 Years	Permanent
J-66	1	Cost Data Report for the Development Center for Handicapped Pupils Programs	Permanent	Permanent		4 Years	Permanent
	2	County AFDC Report	4 Years	4 Years	--	--	
J-73	1	County School Service Fund Financial Report Budget Preliminary Budget	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion
 (A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
J-73-5	1	County School Service Fund Budget-Supplemental Schedule	Permanent	Permanent		4 Years	Permanent
J-73-C	1	County School Service Fund Financial Report Supplement Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-73-P	1	County School Service Fund - Position Schedule	Permanent	Permanent		4 Years	Permanent
J-73-J	1	County School Service Fund - Project Expenditure Detail	Permanent	Permanent		4 Years	Permanent
J-73-A	1	County School Service Fund Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent
St Software (J-27/28-A) (J-27-A) (J-28-A)	1	County Superintendent's Report of Schools and Classes Maintained: Annual Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-27/28-P1) (J-27-P1) (J-28-P1)	1	County Superintendents Report of Schools and Classes Maintained: First Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-27-P2) (County)	1	County Superintendents Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-27/28-P2) (J-27-P2) (J-28-P2)	1	County Superintendents Report of Schools and Classes Maintained: Second Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-20	1	County Superintendents Report of Small Schools	Permanent	Permanent		4 Years	Permanent
St Software (J-27/28)	1	Days of Attendance and ADA (Report by Elementary and Secondary)	Permanent	Permanent		4 Years	Permanent
J-22.2-A	1	Driver Training Cost Data Report	Permanent	Permanent		4 Years	Permanent
R-2	1	Employee Ratio Summary Certification Document	Permanent	Permanent		4 Years	Permanent
	(a)	Encumbrance Detail Listing	(a)	1 Year	Fiscal Accountability	--	--
J-73.4	1	Expenditure of ECIA Funds	Permanent	Permanent		4 Years	Permanent
CD-2710	2	Expenditure Report for Start-up/Close-down Costs for F.Y.	4 Years	5 Years	Final Audit	--	--
CD-9725	3	Expenditures Worksheet	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-2600	3	Family Fee Schedule	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS (J-200)	1	Final Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
794-017	1	Final Expenditure and Performance Report for P.L.94-142	Permanent	Permanent		4 Years	Permanent
	1	Final Financial Report. Demonstration Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-19-A)Aden	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
2VEA-,3VEA-3, 4VEA-3, SAVEA-3, VEA-4 & 5	2	Financial Report and Claim for Funds	5 Years	6 Years	(A)	-	-
	1	Financial Statements - All Funds	Permanent	Permanent		4 Years	Permanent
SACS (J-251)	1	First Interim Financial Report	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1)	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1)	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
J-50-P1	1	First Period Report for Special Ed. Master Plan	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1)	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
St Software (J18/19C-P1) (J-19-P1 Suppl)County	1	First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) (J-19-P1)	1	First Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19CH) P-1 ADA	1	First Period Report of Charter School Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
C-1- P1	1	First Period Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
B-P1	1	First Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19/P1) (J-19-P1) Supplement	1	First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) (J-19E-P1)	1	First Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) (J-18-P1)	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) (J-18-P1) Supplement	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) (J-18-P1)	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) Supplement	1	First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J18/19C-P1) (J-18-P1) Suppl County	1	First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
CD-9500	2	Fiscal Report for Child Development Program	4 Years	5 Years	Final Audit	--	--
CD-2507	1	Fiscal Report for Resource and Referral Programs	Permanent	Permanent		4 Years	Permanent
CD-8501	2	Fiscal Report for State Preschool Program Audit	4 Years	5 Years	Final State/Federal	--	--
K-12-A	3	Form and Schedule for the Computation of the Annual Principial Apportionment	3 Years	4 Years	Timing/Fiscal Year	--	--
K-12-P1	3	Form and Schedule for the Computation of the First Principial Apportionment	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Form and Schedule for the Computation of the First Principial Revenue Limit for School Districts	3 Years	4 Years	Timing/Fiscal Year	--	--
K-12-P2	3	Form and Schedule for the Computation of the Second Principial Apportionment	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Form for the Computation of the First Principial Revenue Limit for the County School Service Fund	3 Years	4 Years	Timing/Fiscal Year	-	-
	3	Fuel Tax - Claim for Refund	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	General Ledger -- <i>YREAN Cumulative</i>	Permanent	Permanent		4 Years	Permanent
	3	Impact of Salary Settlement on the School District Budget	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
J-12	1	Instructional Television Program Cost Data Report	Permanent	Permanent		4 Years	Permanent
SACS (J-251)	1	Interim Financial Reports	Permanent	Permanent		4 Years	Permanent
	3	Investment Records	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Invoices, District - Outgoing	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Invoices, Vendor's	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Journals -All Funds	3 Years	4 Years	Fiscal Accountability	--	--
	3	Journal Vouchers	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Ledgers -All Funds	3 Years	Permanent	Fiscal Accountability	--	--
	1	Mentor Teacher Financial Report	Permanent	Permanent		4 Years	Permanent
J-9 MH-A	1	Morgan-Hart Program to Reduce Class Size in Grade 9 Report of Enrollment	Permanent	Permanent		4 Years	Permanent
SACS (J-380/580)	1	National Public Education Financial Matrix Survey	Permanent	Permanent		4 Years	Permanent
J-31	1	Notification of Intent to Direct Order Instructional Materials Using State Instructional Materials Allowance	Permanent	Permanent		4 Years	Permanent
J-30	1	Notification of Intent to Utilize the State Credit System Instructional Materials Fund	Permanent	Permanent		4 Years	Permanent
	3	Petty Cash Payments Memo	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Preliminary Revenue Limit	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-2921	3	Preschool Incentive Grant Application	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS-PCR (J-380)	1	Program Cost Report	Permanent	Permanent		4 Years	Permanent
SACS-PCRAF (J-380)	1	Program Cost Report - Allocation Factors	Permanent	Permanent		4 Years	Permanent
	2	Prior Year Conversion K-8 IMF Direct Order Districts	4 Years	5 Years	Final Audit	--	--
SACS (J-380)	1	Prior Year Expenditures by Object Matrix Within Program for General Fund	Permanent	Permanent		4 Years	Permanent
	1	Program Application and Financial Report (Mentor Teacher)	Permanent	Permanent		4 Years	Permanent
A-127-D	1	Program Financial Report (Staff Development Projects)	Permanent	Permanent		4 Years	Permanent
	3	Purchase Orders - Board Copy	3 Years	4 Years	Fiscal Accountability	--	--
	3	Receipts - District Collections	3 Years	4 Years	Timing/Fiscal Year	--	--
J-73.1	1	Report of Accounts Receivable	Permanent	Permanent		4 Years	Permanent
J-152	1	Report of Attendance and Cost of Educating Adults in County Correctional Facilities	Permanent	Permanent		4 Years	Permanent
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
J-73.2	1	Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent
J-22.2C	1	Report of Driver Training Vehicles or Simulators	Permanent	Permanent		4 Years	Permanent
J-111-A	1	Report of Individual Class Sessions as Required by Education Code Section 41374	Permanent	Permanent		4 Years	Permanent
	2	Report of Interest Earned on Instructional Materials (Direct Order Districts)	4 Years	5 Years	Final Audit	--	--
J-29.1	1	Report of "Miscellaneous" Funds	Permanent	Permanent		4 Years	Permanent
J-35	1	Report of Necessary Small High Schools	Permanent	Permanent		4 Years	Permanent
J-20-P1	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-20-P2	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
St Software (J-7)	1	Report of Regular Day Classes and Enrollment for Kindergarten and Elementary Grades	Permanent	Permanent		4 Years	Permanent
J-22.26	1	Report of Replaced Driver Training Vehicles or Simulators Used Exclusively for Driver Training	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
SACS-TRAN (J-142)	1	Report of Replaced School Buses	Permanent	Permanent		4 Years	Permanent
P-15	1	Report of Royalties Received for Copyrighted Work Developed with a State-Administered Federal Grant	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (J-143)	1	Report of School Buses Purchased	Permanent	Permanent		4 Years	Permanent
J-18.1	1	Report of Small Elementary Schools	Permanent	Permanent		4 Years	Permanent
J-29-B	1	Report of the Amount of Taxes Annual Collected and Distributed for the Fiscal Year for School Districts	Permanent	Permanent		4 Years	Permanent
J-29-C	1	Report of the Amount of Taxes Annual Collected and Distributed to the County Superintendent of Schools	Permanent	Permanent		4 Years	Permanent
J-29-C	1	Report of the Estimated Amount of Taxes to be Collected for County Offices of Education	Permanent	Permanent		4 Years	Permanent
J-29-B	1	Report of the Estimated Amount of Taxes to be Collected for School Districts	Permanent	Permanent		4 Years	Permanent
J-13/ CD- 2707	1	Request for Allowance on Attendance because of Emergency Conditions	Permanent	Permanent		4 Years	Permanent
CD-2703/ CD-7801	2	Request for Approval of Instructional Equipment Expenditures	4 Years	5 Years	Final Audit	--	
	2	Request for Fast Growth Allowance Instructional Materials	4 Years	5 Years	Final Audit	--	
J-73-R	1	Request for Revision of County School Service Fund	Permanent	Permanent		4 Years	Permanent
CD-6506	2	Request for Revision of State Preschool Program Budget	4 Years	5 Years	Final State/Federal Audit	--	
	(a)	Requisitions	(a)	1 Year	Fiscal Accountability	--	--
J-90-F	1	Salary Data by Employee Classification	Permanent	Permanent		4 Years	Permanent
AIE-1	1	SB 2264 Final Expenditure Report	Permanent	Permanent		4 Years	Permanent
CD-6507	1	School Age Parenting and Infant Development Program Report of Attendance, Income and Expenditures	Permanent	Permanent		4 Years	Permanent
J-73-T	1	Second Period Attendance Reporting - Special Education	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Handicapped Pupils Attending and ROC/P	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P2) (J-19-P2)	1	Second Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P2) (J-19-P2) Supplement	1	Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P2) (J-19E-P2)	1	Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
SS-001	1	Summer School Report/Survey	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
St Software (J-18/19-P2) (J-18-P2)	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P2) (J-18-P2) Supplement	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P2)	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P2) Supplement	1	Second Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-C-P2) (J-18-P2) Suppl (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
C-1- P2	1	Second Period Report for Cal-SAFE Child Care Funding	Permanent	Permanent		0 ears	Permanent
B - P2	1	Second Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19CH) P2 ADA	1	Second Period Report of Charter School Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
	1	Second Period Report of School Attendance Days	Permanent	Permanent		4 Years	Permanent
J-50-P2	1	Second Period Report of Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-50	1	Second Principal Apportionment Series Special Education, Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas	Permanent	Permanent		4 Years	Permanent
	3	Second Principal Revenue Limit Data Sheets and Schedules for School Districts	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Second Principal Revenue Limit Form and Schedules for the County School Service Fund	3 Years	4 Years	Timing/Fiscal Year	--	--
J-50	1	Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
BT-401-A	3	State, Local Sales and Use Tax Return	3 Years	4 Years	Timing/Fiscal Year	--	--
1099	1	Statement for Recipients of Miscellaneous Income	Permanent	Permanent		4 Years	Permanent
J-32	3	State School Register	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Stores Inventory Detail	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Supplemental Combined Application for Vocational Education Funds, Subparts 2.3.4.5	5 Years	6 Years	(A)	--	--
J-380 (J-41 A)	1	Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent
St Software (J-22-A) Supplement	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1) Supplement	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2) Supplement	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
SACS (J-200)	1	Tentative Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records... continued

Form No. (If Any)	Class	Record Title	Required		Reason For Recommended	**If Imaged**	
			Hard Copy Retention	Retention		Hard Copy Retention	Media Retention
	3	Textbook Ordering Information: Submissions of Orders/Invoices Charged Against Instructional Materials Fund	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS-TRAN (J-141-T)	1	Transfer of Transportation Services	Permanent	Permanent		4 Years	Permanent
	2	Transmittal of Quarterly Reports with Qualified or Negative Certifications (State Controller's Office)	4 Years	5 Years	Final Audit	--	--
BT-401-U	3	User Use Fuel Tax Report	3 Years	4 Years	Timing/Fiscal Year	--	--
BT-401 -V	3	Vendor Use Fuel Tax Return	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Warrant Cancellation Request to County	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS-TRAN (J-141CW-2)	1	Worksheet for a Cooperative Pupil Transportation System	Permanent	Permanent	Only Report Filed	4 Years	Permanent
J-51-W	3	Worksheet for Classes for Adults Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS-TRAN (J-141-DEP)	3	Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS-TRAN (J-141CW-1)	3	Worksheet for Cost Data for a Cooperative Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
SACS-TRAN (J-141-W)	3	Worksheet for Cost Data Report for a Single District Pupil Transportation System	3 Year	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-73-CW	3	Worksheet for County School Service Fund Financial Report Supplemental Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-22.2A-W	3	Worksheet for Driver Training Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-66-W	3	Worksheet for the Cost Data Report for the Development Center for Handicapped Pupils Program	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records - - Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

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