

Administration/Board Minutes & Correspondence

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
	1	Boundary Change Documents	Permanent	Permanent		4 Years	Permanent
	1	Budgets	Permanent	Permanent		4 Years	Permanent
	1	California Assessment Program: Grades Two, Three and Six	Permanent	Permanent		4 Years	Permanent
CD-7504/ CD-2215	2	Certification of Compliance with Child Care Maintenance of Effort	4 Years	5 Years	Final Audit	--	--
	1	Controller's Reports	Permanent	Permanent		4 Years	Permanent
J-4-A	1	Cooperative County Publication Projects Approval of Meetings and Attendees	Permanent	Permanent		4 Years	Permanent
P-11	1	Copyright Authorization Agreement (Publisher Already Selected)	Permanent	Permanent	In Case of Dispute	4 Years	Permanent
P-12	1	Copyright Authorization Agreement (Publisher Not Yet Selected)	Permanent	Permanent	In Case of Dispute	4 Years	Permanent
P-10	2	Copyright Authorization Request Form	4 Years	4 Years	--	--	--
	3	Correspondence	3 Years	4 Years	Timing/Fiscal Year	--	--
R-5	1	County Report of School Bond, Loan, and Revenue Limit Election	Permanent	Permanent		4 Years	Permanent
	1	District Request for Authorization to Maintain School or Contract for the Education of Pupils Outside the District	Permanent	Permanent		4 Years	Permanent
	1	Election Calls	Permanent	Permanent		4 Years	Permanent
	(a)	Election Detail Documents (e.g. Ballots)	(a)	1 Year	As Long as Needed in Case of Dispute	--	--
	1	Election Returns and Reports	Permanent	Permanent		4 Years	Permanent
	1	Minutes - Board	Permanent	Permanent		4 Years	Permanent
	1	Minutes of Committees	Permanent	Permanent		4 Years	Permanent
	3	Notes, Transcripts, and Recordings Used in Taking Minutes	3 Years	4 Years	Keep Longer if Needed in Connection with Litigation	--	--
	2	Notification of Intent to Hold Elementary and High School Summer School Sessions	4 Years	5 Years	Final Audit	--	--
	2	Report of Copyright Work Developed with a State-Administered Federal Grant	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Report of Royalties Received for Copyrighted Work Developed with a State-Administered Federal Grant	4 Years	5 Years	Final State/ Federal Audit	--	--
	1	Request to Use Instructional Materials Fund Credit to Purchase Materials Not Adopted by the State Board of Education	Permanent	Permanent		4 Years	Permanent
	1	Results of Bond/Tax Elections	Permanent	Permanent		4 Years	Permanent
	1	Rules, Regulations, Policies Resolutions Referenced in Minutes	Permanent	Permanent		4 Years	Permanent
	2	Senate Bill 1882 Applications	4 Years	5 Years	Final Audit	--	--
DSCR-89	3	Standard School Crime Reporting Program, District Summary	3 Years	Permanent	Possible Litigation	--	--
DSCR-89	3	Statement of Economic Interest Program, District Summary	7 Years	7Years	Keep Until End of Term of Office	--	--
NCES-2407	1	1980 Census Data by School District	Permanent	Permanent		4 Years	Permanent

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

(a) - No Legal Requirements