

Contracts

Form No. (If Any)	Class	Record Title	Required		Reason For Recommended	**If Imaged**	
			Hard Copy Retention	Retention		Hard Copy Retention	Media Retention
	2	Bids - Educational and Data Processing, Insurance, Large (Dollar) Equipment Purchases, Security, Crossing Guards, Transportation, and Portable Buildings	5 Years	5 Years	(A)	--	-
	2	Contracts (All)	5 Years	5 Years	(A)	--	--
	3	Insurance Policies and Endorsements (Closed or Terminated)	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Vendor's Files	5 Years	5 Years	(A)	--	--
Class 1 -Permanent Records		Class 2 -Optional Records		Class 3 -Disposable Records		- - Feasibility to Microfilm at District Discretion	