

# Property 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
J-200/300 (J-41)	1	Annual Financial and Budget Report Bond Interest and Redemption Fund State School Building Fund State School Building Lease-Purchase Fund	Permanent	Permanent		4 Years	Permanent
	1	Application for Capital Outlay Funds for Family Child Care Homes	Permanent	Permanent		4 Years	Permanent
	1	Appraisals	Permanent	Permanent		4 Years	Permanent
	2	Architect Agreements Audit (A)	5 Years	5 Years	Or More for Final	--	--
	1	Bid Conditions (Advertised)	Permanent	Permanent		4 Years	Permanent
	3	Bid Envelopes	3-6 Years	3-6 Years	--	--	--
	1	Bids: Capital Outlay - Successful Bidder	Permanent	Permanent		4 Years	Permanent
	1	Building Fund Records	Permanent	Permanent		4 Years	Permanent
	1	Capital Assets Valuation Record	Permanent	Permanent		4 Years	Permanent
	1	Capital Inventory Record	Permanent	Permanent		4 Years	Permanent
	1	Capital Outlay and General Non-Salary Payment Files	Permanent	Permanent		4 Years	Permanent
	1	Capital Property Loss Report	Permanent	Permanent		4 Years	Permanent
	1	Capital Property -Retirement	Permanent	Permanent		4 Years	Permanent
	1	Certification of Completion of Contract	Permanent	Permanent	Board Minutes	4 Years	Permanent
	1	Change Order (Construction)	Permanent	Permanent		4 Years	Permanent
	2	Contract for Construction Audit (A)	5 Years	5 Years	Or More for Final	--	--
	2	Contractor Payment Requests Audit (A)	5 Years	5 Years	Or More for Final	--	--
	1	Escrow Materials	Permanent	Permanent		4 Years	Permanent
	1	Fixed Assets (Detail Records)	Permanent	Permanent		4 Years	Permanent
	1	Joint Use Agreements	Permanent	Permanent		4 Years	Permanent
	1	Lease Agreements	Permanent	Permanent		4 Years	Permanent
	3	Materials and Labor Bonds	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Performance Bonds	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Property Ledger	Permanent	Permanent		4 Years	Permanent
	1	Records of Fixed Assets: Land: Deeds, Title Insurance, other agency approvals Buildings and Site Improvements: Drawings, Specifications, Contracts, Certifications of Compliance, Inspector of Record Verified Reports	Permanent	Permanent		4 Years	Permanent
	2	Schedule of Building Fund Vouchers Audit (A)	4 Years	4 Years	Or More for Final	--	--
SAB 184 (OAL 184)	1	Summary of Expenditure and Construction Progress	Permanent	Permanent		4 Years	Permanent

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