

SCHOOL BUILDING: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TYPE OF RECORD/RETENTION *(please check appropriate box):*

General Ed Student/age 24       SPED Student /age 27       Medicaid/10 yrs.

Other Student Record: \_\_\_\_\_ Retention: \_\_\_\_\_ Years  
*(ie: attendance, health, extra-curricular, athletic, fund raising, disciplinary, scholarship, etc.)*

Administration Record: \_\_\_\_\_ Retention: \_\_\_\_\_ Years  
*(ie: district organization, BOE, registration/accreditation, BEDS, SED improvements, progress reports, district/BOCES report cards, etc.)*

Personnel: Type of Record \_\_\_\_\_ Retention: \_\_\_\_\_ Years

Business Office: Type of Record \_\_\_\_\_ Retention: \_\_\_\_\_ Years

Public Property/ Equipment: Type of Record \_\_\_\_\_ Retention: \_\_\_\_\_ Years

Other: \_\_\_\_\_ Retention: \_\_\_\_\_ Years

YEAR/S OF RECORDS: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ *(If STUDENT RECORDS, use earliest to latest DATE OF BIRTH in file box)*

PERMANENT RECORD?  Yes - or - DISPOSITION DATE *(Per ED-1 schedule):* \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Per ED-1 schedule; never to be destroyed)*

COMMENTS:

# OF BOXES (1 of 2, etc.): \_\_\_\_\_