

RESOLUTION FOR RECORD DESTRUCTION

The Board of the ^{Westhope} ~~(Name of the District)~~ hereby authorizes the Business Manager to destroy the following records using the method of destruction outlined in ABCD-E1, Record Retention Schedule.

Type of Document*	From Date	To Date
[Type of Report - Name of Report]		
[Name of Report - Description]		
[Type of Report - Name of Report]		
[Name of Report - Description]		
[Type of Report - Name of Report]		
[Name of Report - Description]		
[Type of Report - Name of Report]		
[Name of Report - Description]		
[Type of Report - Name of Report]		
[Name of Report - Description]		

These records shall be destroyed by **[state specific process for destruction]**.

Approved this _____ day of _____.

Board President

Business Manager

*See next page for suggestions for the types of documents and reports.

Types of Documents and Reports
Accounts Payable
Accounts Receivable
Audit Reports
Bank Records
Benefit Records Excluding Leaves
Budget Records
Construction Bonds
Election Records
Employment Contracts and Rehiring Forms
Employment History
End of Fiscal Year Fixed Asset Inventory
Federal Grant Records
Financial Records
Hiring
Home Schooled Student Records
Insurance & Surety Bonds
Leave Records
Licenses & Academic Records
Medical, Drug Testing, and WSI Records
Meeting Records
Operational Documents & Agreements
Payroll Records
Performance Records
Policy Documents
Purchasing and P-Card Records
School Nutrition Program
Separation and Unemployment Records
Special Education Student Records
Student Records
Training Records