

Records Management

The retention of a record depends on the type of record and its intent.

Original financial records, such as receipt books, should be given to the school bookkeeper at the end of each year so they can be filed with the other financial records.

Copies of financial records given to the librarian from the bookkeeper (such as copies of payment requests and receipts) can be destroyed after two years, or whatever the librarian deems necessary as these are just copies and not originals.

A memo dated June 13, 2001, from DuWayne Headrick says:

My recommendation is to take all inactive (no longer needed for current operations) records, making sure they are marked/labeled with the type of record and year of record, box them, and store where the rest of the campus' inactive records are stored. Then, at some point the campus records liaison officer (RLO) will contact him to pick up campus records for transfer to the Records Storage Center. At that point, the records will be inventoried and stored or destroyed as appropriate.