

RECORDS INVENTORY AND RETENTION SCHEDULE

<b>Department</b>	<b>Item</b>	<b>Office Responsible</b>	<b>Recommended Retention Period</b>
<i>Department of Curriculum and Instruction</i>	Report of Local Expenditures Public Schools (LDS Form 284 10-01/73, DLDS P1)	Fiscal Officer, Div. Of Curriculum & instruction	<b>5 yrs. and until all audit requirements are met</b>
<i>Department of Curriculum and Instruction</i>	NDEA Title III Records - Financial Status Reports, - Fiscal Reports	Fiscal Officer, Office of Assistant Superintendent of Curriculum and Instruction	<b>Permanent or as prescribed by specific regulations</b>
<i>Department of Curriculum and Instruction</i>	Committee Studies, Minutes, and Reports	Assistant Superintendent of Curriculum and Instruction	<b>3 yrs. and until all audit requirements are met</b>
<i>Department of Curriculum and Instruction</i>	Correspondence File	Assistant Superintendent of Curriculum and Instruction	<b>3 yrs. and until all audit requirements are met</b>
<i>Department of Curriculum and Instruction</i>	Instructional Budget Proposals	Assistant Superintendent of Curriculum and Instruction	<b>3 yrs. and until all audit requirements are met</b>
<i>Department of Curriculum and Instruction</i>	Minutes of Advisory and Other Curriculum Committees	Assistant Superintendent of Curriculum and Instruction	<b>3 yrs. and until all audit requirements are met</b>

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16