

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Research, Accountability, and Assessment</i>	Boundary Records	Strategic Planning	Until superseded +3yrs.
<i>Department of Research, Accountability, and Assessment</i>	Capital Program Planning Reports (Including Predictions of Enrollments - Short Term Peak Enrollment Forecast, - Capacity of School Study, Analysis of Effect of Housing Development, Annual Temporary Quarters Report)	Strategic Planning	3 yrs. and until all audit requirements are met

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16