

Retention of Fiscal Records

Purpose

This policy dictates that District fiscal records will be maintained according to policies and procedures established according to applicable laws.

Scope

This policy applies to all staff that may produce and store District fiscal records.

Policy

It is the policy of Valley School District #070 to maintain and retain all fiscal management records in accordance with the schedules set forth in the Records Management Manual for School Districts in the State of Washington, published by Washington State Department of General Administration Division of Archives & Records Management, 218 General Administration Building, Olympia, Washington 98504, which states that:

The School District General Records Retention Schedules constitute authority for any school district in the State of Washington to dispose of the records listed thereon after the specified approved retention, per the General Schedule Authority of the Washington State Local Records Committee pursuant to Chapter 40.14.070 Revised code of Washington.

Related Procedures

N/A

Policy Cross References

N/A

Policy Legal References

RCW 40.14.070

Management Resources

N/A

Policy History

| Action: | Date: |
|-----------------------|------------------|
| Approved by the Board | To Be Determined |
| Revised | |
| Revised | |
| Revised | |

Previous Policy Number: 4005