

## RECORD MANAGEMENT

### Classification of Records:

*All records not classified as Class 1 -Permanent or Class 2 -Optional shall be classified as Class 3 -Disposable, including but not limited to detail records relating to:*

*(a) Records Basic to Audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report. Teachers' registers may be classified as Class 3 -Disposable only if all information required in Section 432 is retained in other records or if the General Record pages are removed from the register and are classified as Class 1 - Permanent.*

*(b) Periodic Reports, including daily, weekly, and monthly reports, bulletins and instructions.*

*1. Repealer of subsection (c) filed 2-18-71; effective thirtieth day thereafter (Register 71, No. 8).*

*2. Amendment filed 9-27-76; effective thirtieth day thereafter (Register 76, No. 40).*

*This database is current through 8/16/19 Register 2019, No. 33*

*5 CCR § 16025, 5 CA ADC § 16025*

### Destruction of Records:

Section 16026. Retention Period

PURCHASING RECORD RETENTION:

Retention Code	Area of Responsibility	Title	Classification	Retention Period
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