

BERKELEY UNIFIED SCHOOL DISTRICT

RECORD RETENTION LABEL

EXAMPLE

DEPARTMENT:	FISCAL SERVICES
DOCUMENTS:	ACCOUNTING AND BUDGET RECORD
YEAR:	1/2015 - 6/2016 DATE OF RECORDS
DISCARD DATE	JUNE 20?? (This remains red) usually 4-7 years if not permanent, refer to retention cheat sheet)
Class: (Check one)	<input type="checkbox"/> 1. Permanent Records <input type="checkbox"/> 2. Optional Records <input type="checkbox"/> 3. Disposable Records
SUMMARY OF CONTENTS	BRIEF DESCRIPTION OF WHATS IN THIS BOX ????? i.e. " A- Z ACCOUNTS PAYABLES FOR 15-16 FY"
BOX # _____ OF _____	

APPROVED FOR STORAGE: _____

MEMBER OF RECORD RETENTION COMMITTEE

Committee members:

Pauline Follansbee, Elizabeth Karam, Miguel
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