Instructions: 1. Complete one form for each box.
2. Cut or fold on the dotted line below.
3. Securely attach completed form to the outside end of the box.

Louisville City School District

Record Retention Schedule

School Building or Department: _____

Date Range of Documents: _____

Document Description: _____

_____

_____

_____

_____

Earliest Allowable Destruction Date (per RC-2): _____

Name of Individual Completing This Form: _____

Date of This Form's Completion: _____

☐ PERMANENT RECORDS - DO NOT DESTROY