



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE Records Retention PROCEDURES

Last Updated: June 10, 2021; December 2023

Specific Procedures Outline:

Records for each department should be archived annually at the minimum. When files are archived, they should be placed in a box clearly marked with contents, date of contents, and date to be destroyed. It is recommended that all contents have the same retention schedule for ease of disposal in the future. If records are to be kept permanently, a keep permanently label should be placed on the front of the box. Records for one prior and the current fiscal years shall remain stored in the Central Office Archive room. All records 2 years and older will be stored at the VUHS Archive location. The only exception is those files that must be permanently retained and have greater accessibility requirements. If you desire to keep records in your area for a longer period of time, that is up to your discretion.

On an annual basis beginning in July 1, 2018 and every July thereafter, the Addison Northwest School District will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the [Record Retention Schedules](#) in Attachments A and B.

Each individual department is responsible for the maintenance and disposal of their own records.

Clarification: This most recent procedure is the one that is to be used. All prior drafts are null and void.