WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Information Management:
Timelines for the Destruction of Certain District Records

July 26, 2021

WHEREAS:

K.S.A. 72-1629 and 72-1630 authorizes school districts, by resolution, to destroy certain records.

BE IT RESOLVED THAT:

1. The Board of Education of the above-named school district will authorize the Clerk of the Board to notify other authorized staff members who are records custodians to destroy the following records pursuant to K.S.A. 72-1629 and 72-1630:

Type of Record	This type of record may be destroyed after:	Summary
a) Bookkeeping and accounting records which are original books of entry, claims, vouchers, and purchase orders.	Five (5) years	Eligible records created prior to July 1, 2016 may be destroyed.
b) Formal audit reports	Five (5) years	Audit records created prior to July 1, 2016 may be destroyed.
c) Financial papers of any type relating to programs supported by federal funds	Three (3) to five (5) years, as specified by applicable federal law.	Financial reports as specified by applicable federal law may be destroyed.
d) All financial papers not otherwise specified. This includes: Warrants, warrant checks, receipts, cancelled checks, and requisitions.	Six (6) months after formal audit reports are filed	Financial papers filed before July 1, 2020 may be destroyed.
e) All bond records including detail of expenses, investments and payments of debt.	Life of bond plus 3 years	

2. As noted in K.S.A. 72-1630: "Nothing in section 1 (above) shall be deemed to apply to records, documents or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently, not to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time."

3. In the event that Unified School District No. 259 receives notice of litigation for which any of the above records may be relevant prior to the destruction of such records, Board legal counsel will be authorized to so inform the Clerk of the Board and other authorized staff members who are records custodians and to require that all such relevant documents will not be destroyed while the litigation is pending.

This resolution and its authorization will continue in full force and effect until amended or revoked by the Board of Education of Unified School District No. 259.

This is to certify that the above resolution was adopted by the Board of Education of Unified School District No. 259, Sedgwick County, Kansas on the 26th day of July, 2021.

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President, Board of Education
Unified School District No. 259

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Clerk of the Board
Unified School District No. 259

Board Counsel has approved this Resolution as to legal form and content.