

## Appendix B: RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
Public Records Division  
Kentucky Department for Libraries and Archives

<b>Record Title and Description</b>	<b>Retain at Agency (years)</b>	<b>Disposition Instructions</b>
SBDM Council Minutes	P	Retain
SBDM Council Committee Minutes	P	Retain
Teacher Council Member Election Records	3	Destroy
Parent Representative Council Member Election Records	3	Destroy
SBDM Council Meeting Announcement	3	Destroy
SBDM Council Committee Meeting Announcement	3	Destroy
SBDM Council/Committee Meeting Notification	1	Destroy
Official Correspondence	P	Retain with Council
General Correspondence	5	Destroy
Budget Allocation to council	P	Retain
Budget Expenditure Report	3	Destroy after audit
School Council By-laws	P	Retain
Annual School Transformation Plan	5	Destroy
School Council Policy Appeals	5	Destroy
Request for Waiver of Board Policy	5	Destroy
SBDM Council Policy	P	Retain
Request for Professional Development	3	Destroy
Annual School Report	P	Retain
Annual Financial Audit Report	P	Retain

P = permanent

For a complete copy of the Records Retention schedule, go to:  
<http://kdla.ky.gov/recmanagement/schedules/kypubschooldistrict.pdf>