

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 BUSINESS OPERATIONS

4
5 Series 800

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7 Policy Title Records Retention Policy Code No. 806.20

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9 Per the Idaho Public Records Act as found in Idaho Code, the following Records Retention
10 time periods will be used for Business Department documents:

| 11 <u>Title and Description</u> | 12 <u>Minimum Retention Period</u> |
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| 13 | |
| 14 Accounting Department: | |
| 15 • Accounts Payable | Fiscal Year End plus 3 years, then destroy |
| 16 • Accounts Receivable | Fiscal Year End plus 3 years, then destroy |
| 17 • Audit Records | Permanently archive |
| 18 | |
| 19 Budget & Finance Department: | |
| 20 • Annual Financial Reports | After closed plus 3 years, then destroy |
| 21 • Annual Operating Budgets | Fiscal Year End plus 3 years, then destroy |
| 22 • Bond Official Transcripts | Permanently archive |
| 23 • Budget Documents | After closed plus 3 years, then destroy |
| 24 • Budget Policy | Permanently archive |
| 25 • Capital Asset Records | Life of Asset, then destroy |
| 26 • Grant Reports | After closed plus 3 years, then destroy |
| 27 • Journal Entry Records | After closed plus 10 years, then destroy |
| 28 • Legal Records Requests | Permanently archive |
| 29 | |
| 30 Facility Operations: | |
| 31 • A.D.A. Files (compliance) | After closed plus 15 years, then destroy |
| 32 • Appraisals | After closed plus 3 years, then destroy |
| 33 • Bidding Documents | Fiscal year end plus 3 years, then destroy |
| 34 • Construction Documents | Permanently archive |
| 35 • Building Plans and Specifications | Life of Asset, then destroy |
| 36 • Deeds and Easements | Permanently archive |
| 37 • Property Disposal Records | Permanently archive |
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| 41 | |

42 Policy Created:
43 5/8/12; 06/19/12

Legal Reference: Code of Idaho
9-213 thru 9-552