



July 14, 2025

NORTHERN CASS SCHOOL DISTRICT

AUTHORIZE THE ADMINISTRATION TO DESTROY THE RECORDS LISTED BELOW

The following is a list of records that are scheduled to be destroyed for the fiscal year July 1, 2017 through June 30, 2018. The list of records will be submitted to the State Historical Society for their review prior to destruction.

Document Description

Accounts Receivable Invoices
Adjusting Entries
Authorizations for Flex Benefits
Bank Statements and Reconciliations
Deposit Slips and Revenue Forms
Electronic Backup for Payroll/GL/AP
Student Reporting Working Documents
Federal Programs
Free & Reduced Meal Applications
Invoices and associated Accounts Payable records
Leave Requests
NSF check information
Payroll Working Papers
Personal/Professional Leave Forms
Pledged Securities from Depository Banks
Receipt Books
Time and Attendance records
Vendor Statements