

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