



### Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Activity Fund File

**CUTOFF:** DWSO

**DESCRIPTION:** Separate account of small donated monetary gifts made out to the school; receipts, expenditures and requests for activity spending are maintained in both electronic and paper formats.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21878

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Agreement and Procurement Supporting Data Forms for Occupational Therapy and Physical Therapy Services

**CUTOFF:** EOSFY

**DESCRIPTION:** Speech, miscellaneous services, educational services and transportation services and correspondence relating to same.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21915

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** American Printing House Records

**CUTOFF:** DWSO

**DESCRIPTION:** Register of legally blind students; all records, student census data, utilization of materials, requisitions and registrations are maintained in electronic and paper formats.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21877

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Applications for Admission

**CUTOFF:** WSO

**DESCRIPTION:** A document which contains basic contact information related to the student and family. Basic medical, audiological and developmental information is reported.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21888

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Blind Trust Fund

**CUTOFF:** DWSO

**DESCRIPTION:** All investments information, donation records, bank statements, and requests for expenditures are maintained in paper and electronic formats.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21879

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Budget Formulation Files

**CUTOFF:** WSO

**DESCRIPTION:** Information necessary for budget figures, present and future planning - copies - Original in Budget

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21908

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



### Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Budget Formulation Papers

**CUTOFF:** WSO

**DESCRIPTION:** Worksheets and budget information are maintained and kept on file in paper and electronic formats.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21871

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Career & Technology Center

**CUTOFF:** WSO

**DESCRIPTION:** Lesson plans and outlines

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21902

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Career Ladder

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation pertaining to the administration of the Career Ladder program.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21917

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Comprehensive System for Personnel Development

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documents and payment schedule.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21918

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Construction Files - Blueprints

**CUTOFF:** DWSO

**DESCRIPTION:** A contact print or drawing of an architectural plan or technical drawing.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21892

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Construction Files - Contracts

**CUTOFF:** DWSO

**DESCRIPTION:** A written agreement between two or more parties.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21890

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



### Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Construction Files - Shop Drawings

**CUTOFF:** WSO

**DESCRIPTION:** Documents that graphically illustrate the design, location and dimensions of the components and elements contained in a specific project.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21889

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Construction Files - Specifications

**CUTOFF:** WSO

**DESCRIPTION:** A detailed statement describing materials dimensions and quality of work for something to be built, installed or manufactured.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21891

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Daily Hospital Reports

**CUTOFF:** WSO

**DESCRIPTION:** Patient count, admissions, nature of illness, etc. A summary of the daily activities of the health center.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21894

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Elementary School - Progress Books & Daily Program

**CUTOFF:** WSO

**DESCRIPTION:** Student progress report

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21903

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Extended School Year

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documents and payment schedule.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21919

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Facility Acquisitions Files

**CUTOFF:** WSO

**DESCRIPTION:** Information regarding acquisition.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21909

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Fiscal Correspondence

**CUTOFF:** EOSFY

**DESCRIPTION:** Information necessary for billing the school districts each year for their proportionate share (by Law) of the cost of children from their district attending a State School for Severely Handicapped.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21912

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** High School - Teacher Lesson Plan File

**CUTOFF:** WSO

**DESCRIPTION:** Weekly lesson plans and outlines

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21901

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Human Resource Files

**CUTOFF:** EOSFY

**DESCRIPTION:** List teacher/other staff qualifications, education, salary, recommendations, correspondence, resumes, evaluations, etc. Retained in MSD HR office.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21887

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Individual Student File

**CUTOFF:** EOSFY

**DESCRIPTION:** Files on all children presently enrolled and past enrollees which contain all enrollment, attendance data, evaluation, and educational records of children

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21910

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Medicaid Files (ACM and Direct Services)

**CUTOFF:** EOSFY

**DESCRIPTION:** Remittance advice and correspondence files.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21916

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Menus (weekly federal lunch program)

**CUTOFF:** DWSO

**DESCRIPTION:** Identifying the items served at breakfast, lunch and dinner are maintained in electronic format.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21876

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003





**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Menus (weekly, federal lunch program)

**CUTOFF:** EOSFY

**DESCRIPTION:** Reviewed every 4 years - A list of dishes to be served or available for a meal.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21893

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Middle School

**CUTOFF:** WSO

**DESCRIPTION:** Lesson plans and outlines

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21904

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Missouri Records

**CUTOFF:** PR

**DESCRIPTION:** A school publication - 1 copy of each - Material to be microfilmed and returned to Agency

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21896

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



### Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** MSD Advisory Board Meeting Minutes

**CUTOFF:**

**DESCRIPTION:** Main points of 4-5 annual meetings.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21895

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** News Media Release Files

**CUTOFF:** WSO

**DESCRIPTION:** Information relative to news items regarding activities at the various schools.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21907

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Paid Invoices (supplies & materials for MSD Received)

**CUTOFF:** EOSFY

**DESCRIPTION:** A written request for payment that has been paid.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21898

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Payroll (Printout Sheet)

**CUTOFF:** EOSFY

**DESCRIPTION:** A list of employees receiving wages or salaries with the amounts due each. Includes timekeeping documents and database records.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21900

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Payroll Files - Federal

**CUTOFF:** DWSO

**DESCRIPTION:** Payroll records for ten individuals are paid from federal funds. These salaries are for residential advisors and paraprofessional classroom aides. All records of payroll expenditures are maintained on both electronic and paper formats.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21864

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Payroll Files - State

**CUTOFF:** DWSO

**DESCRIPTION:** Payroll records for all MSB employees are maintained on electronic and paper format. Records include payroll information as well as time sheets, leave requests and daily attendance records.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21865

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Personnel Memorandum Forms/Payroll

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports received monthly from all schools and area directors listing personnel absences for the previous month, etc., and pay information for employees.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21911

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Public Law 94-142 (federal program)

**CUTOFF:** DWSO

**DESCRIPTION:** All IEPs compliance data and program information is maintained in a paper format.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21880

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Requisitions for Supplies and Materials

**CUTOFF:** EOSFY

**DESCRIPTION:** A written requisite to purchase supply or material items.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21897

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** School Lunch Reports - Applications (annual)

**CUTOFF:** DWSO

**DESCRIPTION:** Individual applications of students are maintained and kept on file in paper and electronic formats.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21872

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** School Lunch Reports - Food Requisitions

**CUTOFF:** DWSO

**DESCRIPTION:** All requisitions for purchases of food items are maintained in paper format. Internal requisitions for residential dorms are also maintained in a paper format.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21875

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** School Lunch Reports - Monthly Reports

**CUTOFF:** DWSO

**DESCRIPTION:** Monthly food service reports prepared for DESE that reflect meals served and attendance data are maintained in both paper and electronic formats.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21873

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** School Lunch Reports - Surplus Commodity Reports

**CUTOFF:** DWSO

**DESCRIPTION:** Copies of invoices and requisitions are maintained in paper and electronic formats.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21874

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** School Personnel Health Certificate (Medical Examination File)

**CUTOFF:** WSO

**DESCRIPTION:** This form is required by law for bus drivers for each school year.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21913

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Student Attendance and Transportation Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly reports and term reports for fiscal information reporting

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21905

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Student Files - Academic Records

**CUTOFF:** DWSO

**DESCRIPTION:** Academic records reporting grade level achievement and academic progress are maintained in a paper format. (Years denoted for any student records refer to number of years past the point the child no longer received special education services.)

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21867

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Student Files - Application

**CUTOFF:** WSO

**DESCRIPTION:** Student enrollment information, referrals and IEPs are maintained in paper format. (Years denoted for any student records refer to number of years past the point the child no longer received special education services.)

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21866

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Student Files - Individual Education Program Records

**CUTOFF:** WSO

**DESCRIPTION:** (years denoted for any student records refer to number of years past the point the child no longer received special education services) Reflects specific goals and objectives for the student.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21886

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Student Files - Medical Records

**CUTOFF:** WSO

**DESCRIPTION:** Medical records detailing specific medical information, doctor orders, health center visits and general nursing records are maintained in paper format. Beginning with the 2004-05 school term, these records are being stored in both paper and electronic formats.) (Years denoted for any student records refer to number of years past the point the child no longer received special education services.)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21868

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Student Files - Psychological Records

**CUTOFF:** WSO

**DESCRIPTION:** These records are maintained as part of the students' permanent record in paper format. (Years denoted for any student records refer to number of years past the point the child no longer received special education services.)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21869

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Student Files - Vocational Records

**CUTOFF:** DWSO

**DESCRIPTION:** (years denoted for any student records refer to number of years past the point the child no longer received special education services) Vocational grades

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21883

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003





### Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Terminated State Schools Employee Personnel Files

**CUTOFF:** WSO

**DESCRIPTION:** Any personal correspondence, transcripts and certification information, etc., of terminated employees.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21906

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Vehicle Inspection Sheets

**CUTOFF:** WSO

**DESCRIPTION:** Report of condition of vehicles for safety of operation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21914

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Warrant Requests

**CUTOFF:** DWSO

**DESCRIPTION:** Copies of warrant requests are maintained in paper format. Warrant requests are generated to pay the operating expenses of MSB.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21870

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

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**TITLE:** Warrant Requests (Payment requisitions to pay all invoices)

**CUTOFF:** EOSFY

**DESCRIPTION:** A document requesting payment.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21899

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

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