



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All School Districts and Charter Schools Food Service/Student Activities/Auxiliary Operations

**Schedule Number:**

**000-07-230**

#### **Authorization and Approval**

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

GladysAnn Wells, Director

Arizona State Library, Archives and Public Records

Date Approved:

NOV 15 2007

**General Retention Schedule for  
All School Districts and Charter Schools  
Food Service/Student Activities/Auxiliary Operations**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Accounts Payable/Receivable Schedules	4	After fiscal year created or received
2.	Athletic Ticket Sales Reports	3	After fiscal year created or received
3.	Auxiliary Operations and Student Activities Financial Records (including banking and accounting records related to student activities, clubs and other related records)	3	After fiscal year created or received
4.	Cash Collection Reports	3	After fiscal year created or received
5.	Cash/Investments Ledgers	3	After fiscal year created or received
6.	Cash Register Detail Tapes	3	After fiscal year created or received
7.	Daily á la Carte Sales Reports	3	After fiscal year created or received
8.	Daily Sales Reports	3	After fiscal year created or received
9.	Daily Summaries of Meals Served	3	After fiscal year created or received
10.	District Logs of Tickets/Meal Cards on Hand and Issued	3	After fiscal year created or received
11.	Monthly Federal Reimbursement Claims	4	After fiscal year created or received
12.	Monthly Reports of Cash Receipts, Disbursements, Transfers, and Cash Balances	4	After fiscal year created or received
13.	Refund/Repurchase Records	4	After fiscal year created or received
14.	School Logs of Charge Sales	3	After fiscal year created or received
15.	School Logs of Tickets/Meal Cards Received and Issued	3	After fiscal year created or received

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
16.	Support Records for Expenditures and Disbursements (including requisitions, purchase orders (POs), receiving reports, vouchers, invoices and other related records)	4	After fiscal year created or received
17.	Student Charge Records	3	After fiscal year created or received
18.	Unused Ticket/Meal Card Refund Slips	3	After fiscal year created or received
19.	Used Meal Tickets	1	After fiscal year created or received
20.	Daily Report of Tickets/Meal Cards Issued and Sold	3	After fiscal year created or received
21.	Cash Advance Records	3	After fiscal year repaid or cancelled
22.	Applications for Federal Assistance (reduced price on lunches because of low income)	3	After final claim for reimbursement submitted
23.	Extracurricular Activity Records (including permission slips, field trip waivers and receipts for payment)	3	After fiscal year activity occurred

**Supersedes schedule dated May 2004**