

## SWSD RECORDS RETENTION AND DESTRUCTION

SCHOOL/ DEPARTMENT: \_\_\_\_\_

RECORDS IN BOX (DESCRIBE): \_\_\_\_\_

DATE OF RECORDS: \_\_\_\_\_

APPROVED RETENTION: \_\_\_\_\_

DESTROY DATE: \_\_\_\_\_

DAN# \_\_\_\_\_

ARCHIVAL? \_\_\_\_\_ YES \_\_\_\_\_ NO

ESSENTIAL? \_\_\_\_\_ YES \_\_\_\_\_ NO