

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: DESTROYING OBSOLETE MATERIAL

Destroying Obsolete Material

All obsolete materials will be sent to the district office for disposition. Official documents shall not be destroyed until after they are 10 years old and then upon approval of the Board.

Any document or series of documents that is controlled by a retention schedule as listed by the Utah State Archives will need to be retained according to that schedule. Upon time of destruction, the correct documentation is kept on a Destruction Log and forwarded to the Records Officer at the district office.