

# Casbo Records Retention Manual

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### **Casbo Records Retention Manual**

After much anticipation (and a lot of your patience, for which we are very grateful), our updated guide to records retention is here! Developed by the CASBO Southern Section, the 6th edition of the CASBO Records Retention Manual is now available for purchase in the CASBO Bookstore.

### **Now Available: CASBO's Updated Records Retention Manual ...**

The Records Retention Manual is designed as a quick reference to the retention period of documents. While the lists of documents may not be totally inclusive, most documents used in school districts are represented. Various documents may appear

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in more than one area of responsibility.

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### **RECORDS RETENTION MANUAL - Saddleback College**

Created Date: 8/2/2017 10:52:58 AM

### **Sacramento City Unified School District - Putting Children**

...

CASBO Records Retention Manual 6th Edition Page 6 Disposal of records should be accomplished by burning, shredding, pulping or other means to assure complete destruction and to prevent

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any reconstruction of the records to any degree. Microfilm and Other Applications

### **RCASBO - Antioch Unified School District**

As a courtesy to our school district customers, and to assist all school districts, EdFiles has developed an online reference tool of CASBO's (California Association of School Business Officials) records retention manual. The Records Retention Manual is designed as a quick reference to the retention period of documents.

### **Records Retention Manual - EdFiles**

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### **Home | WVMCCD**

The resource manual is designed to be a leadership tool and information source, and to provide samples and templates to

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assist you in your efforts. Annually, this document will be expanded and updated to include more materials and resources. The document will be available to all CASBO members online in an electronic format.

### **CASBO Section Resource Manual**

The District has also adopted the CASBO (California Association of School Business Officials) Records Retention Manual to provide guidance to those Divisions and Units that do not have a specific Records Retention Schedule published for their use.

### **Records Management / Records Retention**

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CASBO Records Retention Manual 6th Edition Page 7 are microfilmed for use in the office, and the hard copies may be stored in a safe place. File integrity is also maintained, since the documents are on a microfilm roll where the images remain on the roll in proper order.

### **Records Retention - EdFiles**

Bid Title: Fremont Union High School District Request for Proposals for Lynbrook High School Auditorium Lobby and Promenade Remodel Project Bid Category: Construction Projects Bid Description: The Fremont Union High School District is seeking proposals from qualified persons, firms, partnerships, corporations, associations or professional organizations to provide design, constructability ...

### **Submitted RFP/RFQs | CASBO**

Records Retention Business of Education Booklet Records

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Retention. Records Retention Form. CASBO Records Retention Manual and Requirements. Santa Maria-Bonita School District. 708 South Miller Street. Phone 805-928-1783. Santa Maria, Ca 93454. School Board Agenda.

### **Records Retention**

Records shall annually be reviewed to determine whether they should be classified as Class 1 - Permanent, Class 2 - Optional, or Class 3 - Disposable (as defined in Title 5). For more information see: Title 5 Regulations Retention Destruction of Records Guide; BP/AP 3310; CASBO Records Retention Manual

### **Warehouse | WVMCCD**

CASBO Records Retention Manual. Records Retention Guidelines. Read more; Log In Log Out Infinite Campus. Social Link October 4, 2016. Twitter. Read more; Social Link October 4, 2016. Facebook. Read more; Contact Us. Sacramento City Unified

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School District (SCUSD) 5735 47th Avenue,

### **Internal Audit - Sacramento City Unified School District**

This workshop provides attendees with the latest legal provisions, sample forms within CASBO's Records Retention Manual, procedures to consider and the overlay with technology throughout the process. This event is reserved for school district or public agency employees only. Please contact Client Services for more information.

### **CASBO Records Retention - Lozano Smith | Events**

Login using. Google Microsoft Register directly by calling. 1-657-217-3260. quick links. Scanning Calculator; Sign In Sheet; Records Retention

### **Facilitating the Permanent Retention & Exchange of ...**

manual CASBO Records Retention Manual ... RECORDS



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RETENTION MANUAL - Saddleback College The contents of this manual are appropriate as of the time of publishing the manual Future administrative decisions, regulations, or legislative action could result in major

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