



MT. DIABLO
UNIFIED SCHOOL DISTRICT

ANNUAL EVALUATION OF OUTDATED DOCUMENTS
January 2024

District departments have reviewed records and have identified those ready for destruction due to their age and content. Documents will be destroyed by shredding.

These documents include:

- Contracts (All), 2017-18 and older (5 years)
- Insurance Policies and Endorsements with no claims (4 years after closed or terminated)
- Vendor's Files, 2017-18 and older (5 years)
- Construction Files (not bond funded) (10 years after Notice of Completion)
- Purchasing & Warehouse Documents including: Air Travel Reservations, Purchase Orders, Standard School Supplies Agreements, Stores Inventory Orders, Routing Logs, and Distribution Logs; 2018-2019 (4 years)
- Purchasing Bids including: Request for Proposals, and Request for Qualifications, (non-construction), (5 years after closed or terminated)
- Deferred Maintenance Certification and Five-Year Plans, 2014-15 or older (8 years)
- Maintenance and Operations including (not related to bonds): Emergency Orders; Inspection Reports; completed Job Requisitions/Logs, Work Orders/Reports, Service Call Orders, Time Reports; and Vandalism Inspection Reports; 2018-19 or older (4 years)
- Transportation documents including: Bus Drivers Daily Report, School Pupil Count, School Bus Schedule and Load Reports; 2018-19 or older (4 years)
- Driver Medical Examination Report (DMV Report); 2017-18 or older (5 years)
- Inspection, Maintenance, Lubrication and Repair Records, 2021-22 and older (1 year)