

ADLC Records Storage & Disposal

Type of Record	Time Frame	Procedure
Financial	7 years from end of school/fiscal year (August 31)	After 7 years, shredded
Scanned Registrations	6 months after end of the school year (Aug 31)	Available in Docushare indefinitely
Exams – Student Instruction	3 months after completion date	After 3 months, shredded
Marker Invoices	7 years from end of school/fiscal year (August 31)	After 7 years, shredded
Marker Batches with copy of Invoices	1 year from end of school/fiscal year (August 31)	Boxed at year-end and sent to storage
Diploma Exam Principal Reports	4 months after completion of Diploma Exam period	After 4 months, shredded