



JCPS Extended Retention Memorandum

Jefferson County Public Schools
Archives and Records Center

The following series have an extended retention period according to JCPS policy. Records should be managed at the local office or at the Archives and Records Center in accordance with the retention periods specified here.

Series Number	Series Title	Retention (in years)
L5301	Periodic Reports of Official Programs, Schools & Departments	5
L5069	AmeriCorps Time Reporting Records	5
L5070	AmeriCorps Program Budget Form	5
L5071	AmeriCorps Program-State Formula Application	5
L5078	AmeriCorps -Financial Records	5
L2457	Student Activities Budget Form	5
L2459	Requisition and Report of Ticket Sales - Special Events	5
L4475	Home/ Hospital Program Annual Report	5
L1914	Custodial Supplies Order	5
L4444	Family Resource Center Advance Funding Request	5

L4445	Family Resource Center Budget Report	5
L4446	Family Resource Center Budget Amendment Request	5
L5281	Periodic Audits (Daily, Monthly or Quarterly)	5
L5274	Journals (a.k.a Monthly Reconciliations, Monthly Funds Ledger, Open Journal Entries. Includes Revenue, Expense, General, Special Fund, Cash Receipt, Cash Disbursements, Purchase, Payroll, Expenditure Subsidiary Ledger, Revenue Subsidiary Ledger, other subsidiary ledgers, special journals, fee books, day books, cash books and treasurers cash Book) (V)	5
L5275	Audit Trail Lists	5
L4468	General Fund Reports	5
L1803	District Receipt and Expenditure Summary	5
L5341	Student Activity Fund File	5
L5294	Accounts Payable File	5
L5282	Accounts Receivable File	5
L5296	Purchase Order/ Requisition Reference and Tracking Instruments	5
L5295	Voucher Register	5
L5283	Banking Records File	5
L4469	Budgetary Control Summary	5

L5298	Bid Files -Successful (V)	Indefinite - Destroy 5 years after specifications met or completion of contract or agreement and audit
L2816	Monthly Return of Utility Gross Receipts License Tax for Schools (V)	5
L2817	Utility Gross Receipts License Tax for Schools Tax Collection Audit (V)	5
L2951	Employer's Quarterly Return of Occupational License Tax For Schools	5
L2952	Annual Reconciliation of Occupational License Tax Withheld for Schools	5
L4471	Tuition Reimbursement Records (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	5
L4472	Building, Grounds, and Facilities Usage and Rental Application File (V)	5
L5279	Asset/ Equipment Inventory File	Indefinite - Destroy 5 years after update is completed and audit; keep fixed asset inventory permanently
L1876	Free and Reduced Meals Eligibility File	5
L2307	Application for Free and Reduced Price School Meals (C) (V)	5
L1877	Monthly Allocation of Food, Milk and Other Costs	5
L1878	Daily Goods and Services Received and Other Direct Costs File	5

L1879	Non-Expendable Equipment Depreciation Schedule	5
L1880	Purchased Food and Milk Inventory	5
L1881	USDA Commodity Perpetual Inventory	5
L1882	List of Food Suppliers/ Bid List	5
L1884	United States Department of Agriculture (USDA) Quarterly Food Inventory	5
L1885	Notice of Delivery of Donated Foods to Schools and Other Recipient Agencies	5
L1886	Notice of Allocated Donated Food	5
L1887	Notice of Arrival-Donated Food at Distributor's Warehouse	5
L1888	Report and Claim for Reimbursement	5
L1889	Breakfast Participation Report	5
L1890	Lunch Participation Report	5
L1891	Daily Program Invoice	5
L1916	Inter-School Transfer Sheet for USDA Commodities	5
L4494	Lunchroom Reports –Monthly	5
L5249	Government Grant Program Files	Indefinite - Destroy 5 years after submission of final expenditure report and audit.

L5302	Grants Administration File	Indefinite - Destroy 5 years after submission of final expenditure report and audit.
L5293	Regional Assessment Center File	5
L1782	Adult Education Kentucky Literacy Commission Financial Report	5
L1796	Adult Education Monthly Record of Training and Wages – U.S. Veterans Administration (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	5
L2068	Textbook Inventory	5
L1923	Salary Schedule (V)	5
L1926	Payroll Worksheet	5
L1928	Payroll Check List	5
L1930	Payroll Check Copies	5
L1932	Unemployment Compensation Quarterly Contribution Report	5
L5260	Time and Attendance Record File	5
L5237	Payroll Deduction Reports (Monthly & Pay Period)	5

L5258	Monthly Summary of Wages Earned	5
L5265	Transmittal Register of Direct Deposits	5
L5267	Form 1099	5
L5271	Reimbursing Employer's Quarterly Unemployment Wage Report	5
L5119	Payroll Update Forms	5
L5121	Pay Plan/ Payment Method Forms	5
L5122	Request for Stop Payment -Payroll	5
L3012	School-Based Decision Making Council Budget Expenditure Report (V)	5
L4431	Vendor Files(KETS)	5
L2090	Annual Bus Fuel Consumption Report File	5
L2091	Bus Driver Extra Trip Pay Voucher	5
L3116	Standard Bus Route Time Determination Record	5
L2637	Class Record Book	5