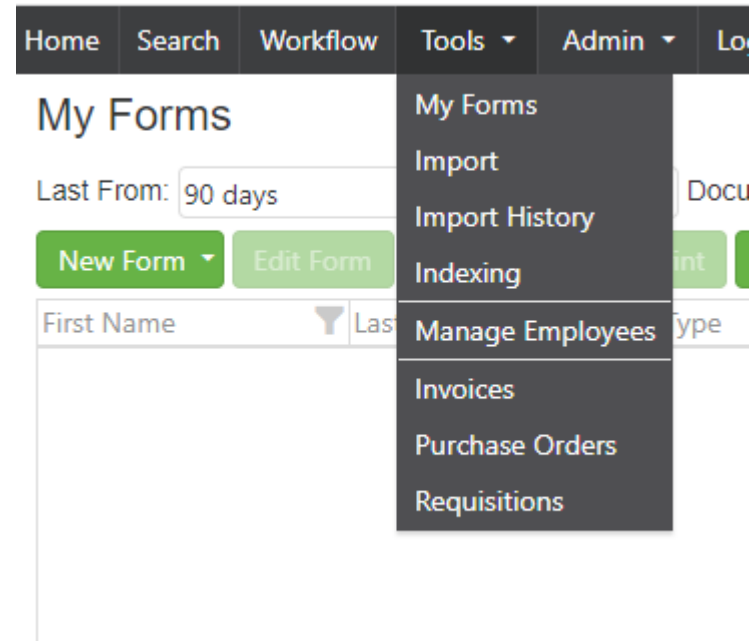


Record Disposal Sheet

SCVIEW Instructions to request

SCVIEW Instructions to approve



- Log into SCVIEW
- Go to Tools/My Forms

Home Search Workflow Tools Admin Log Out Madison Local Schools

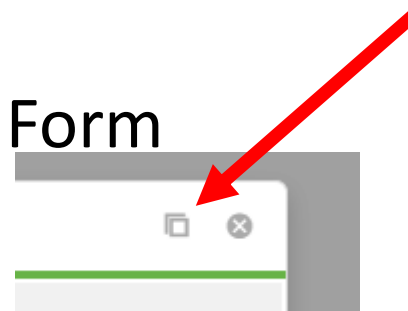
My Forms

Last From: 90 days Document Type: Record Disposal Form

New Form Edit Form Export Batch Print Clear Filter

| First Name | Last Name | Type | Description |
|------------|-----------|------|-------------|
|------------|-----------|------|-------------|

- Click New Form
- Then choose Record Disposal Form
- Maximize the new form box



RECORD DISPOSAL SHEET

The image shows a screenshot of a web-based form titled "RECORD DISPOSAL SHEET". A dropdown menu is open over the "Building/Department" field, listing various options. The form includes a "First Name" field, a table with columns for "RECORD TITLE AND DESCRIPTION", "Date", "Date", "Date", and "NON SCHEDULED RECORD", and a "RU" column. The dropdown menu lists the following options: Adult Education, Board Office, Bus Garage, Eastview, High School, High School/Career Tech, High School/Counseling, High School/Maint, High School/Athletics, MECLC, Middle School, Middle School/Food Service, Middle School/Special Services, Mifflin, South, and Treasurers Office.

| RECORD TITLE AND DESCRIPTION | Date | Date | Date | NON SCHEDULED RECORD | RU |
|------------------------------|------|------|------|--------------------------|--------------------------|
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Record Title and Description | Date | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> |

- Choose the Building/Department
- Fill in your first and last name
- Add items that need scheduled to shred

Click on the following links for addition information:

[Retention Policy](#)

[Retention Instructions](#)

[Retention Schedule May 2016](#)

- At the bottom of the record disposal sheet, there are hyperlinks to our Board Policy regarding shredding, retention instructions, and the retention schedule. Use this as a reference if needed.

Department: Board of Education Document Type: Record Disposal Form

RECORD DISPOSAL SHEET

Building/Department

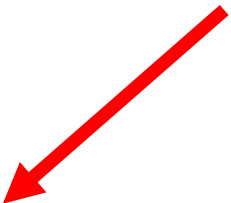
Building/Department

Name

First Name

Last Name

| SCHEDULE NUMBER | ADM USE ONLY RC-3# | RECORD TITLE AND DESCRIPTION | YEARS TO BE DESTROYED | | NON SCHEDULED RECORD | REQUIRED SCHEDULED RECORD | RC-3 REQUIRED RECORD |
|-----------------|--------------------|------------------------------|-----------------------|------|--------------------------|---------------------------|--------------------------|
| | | | FROM | THRU | | | |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number | RC-3# | Record Title and Description | Date | Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Save Draft Scan Submit Cancel

- You can choose “save draft” if you want to continue to add throughout the year. The disposal sheet will be saved in My Forms until you submit the form.

- Please be sure to:
 - Include the schedule number (can be found on the Retention Schedule link)
 - Description
 - Dates
 - Include checkmark in:
 - Non Scheduled Record (Day to day items that are not on the Retention Schedule)
 - Required Scheduled Record (This is any item on the retention schedule)
 - RC-3 Required Record (Any item on the retention schedule that has a checkmark in this column)
 - **Must include** Total Number of Boxes

Click on the following links for addition information:

[Retention Policy](#)

[Retention Instructions](#)

[Retention Schedule May 2016](#)

FOR ADM USE
ONLY:

DATE APPROVED

DATE DESTROYED

- Click submit for the request to go to your supervisor for approval when you are ready to submit

Administrator Approval

- It will go into workflow for your building principal/supervisor to approve

Home Search Workflow Tools

- PO Modification Request
- PO Modification Approved
- PO Close Approved
- PO Review - Open PO Report
- PO Request Complete
- Denied Requests
- Record Disposal Form
 - Adult Ed Director (1)**
 - Athletic Director
 - Bus Garage Director
 - Career Tech Director

Search Workflow Tools Admin Log Out Madison Local Schools Help LISA

Document Type (all) Export 1 queued documents. Approved Return to Submitter

| Document | Pages | Doc Type | Building | First Name | Last Name | Queue Date | Import File | Page Group | Doc Created | ID |
|----------|-------|----------------------|----------------|------------|------------|------------------------|-------------|------------|-------------|-------|
| edit | 1 | Record Disposal Form | Adult Educatio | Lisa | Thoman-Cha | 10/22/2021 10:32:42 AM | 33277 | 0 | 10/22/2021 | 86087 |

History

| Date/Time | Detail | Name |
|------------------------|---|-----------------|
| 10/22/2021 10:32:42 AM | Document was added to workflow 'Record Disposal Form' in queue 'Adult Ed Director'. | Lisa Thoman-Cha |
| 10/22/2021 10:32:42 AM | Document ID 86087 had 1 form page(s) appended or updated. | Lisa Thoman-Cha |
| 10/22/2021 10:32:40 AM | 'Record Disposal Form' document with ID 86087 was created. | Lisa Thoman-Cha |

RECORD DISPOSAL SHEET

Adult Education
Building/Department

Name Lisa Thoman-Cha

| SCHEDULE NUMBER | ADM USE ONLY RC-3P | RECORD TITLE AND DESCRIPTION | YEARS TO BE DESTROYED | | NON SCHEDULED RECORD | REQUIRED SCHEDULED RECORD | RC-3 REQUIRED RECORD |
|-----------------|--------------------|------------------------------|-----------------------|------|----------------------|---------------------------|----------------------|
| | | | FROM | THRU | | | |
| | | | | | | | |
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- The administrator will see the request in their workflow
- Review the form and select (approved)
 - Supervisors, please make sure all fields are completed
- This will go to the Treasurer's office and be scheduled to shred