



Box #	<u>To Be Destroyed: 2017</u>
1	Paid Invoices ( A ), Box 468
2	Deposits, General, Child Care, Food Service and Others, Box 472
3	Purchase Orders 111500-112199, Box 463
4	Purchase Orders 110601-110699, Box 461
5	Purchase Orders 110700-111499, Box 462
6	Journals, JE/TV/TF/TQ, County Journal, Box 474
7	Purchase Orders 112100-122219, Invoices Farmers & Merchant statements, Ret. Checks C/C Leave Request, Conferences, County Journal, Appt. Letters, Box 473
8	Paid Invoices ( Att-B ), Box 469
9	Paid Invoices ( Sa-St ), Box 466
10	Paid Invoices ( O-R ) Box 465
11	Paid Invoices ( L-N ), Box 464
12	Paid Invoices ( C-E ), Box 470
13	Paid Invoices ( Su-Z ). Box 467
14	Paid Invoices ( F-K ), Box 471
15	Special Ed. - LED Files ( Inactive )
16	Box # 54, Inter/Intra Transfers, Attendance Correction Forms
17	P.O's, Enrollment, O/F, Payroll, Work Comp, Suspensions, Field trips, Donations, Acc. Reports ( FR )
18	Ind. Studies, Ind. Study Log, Medical excuses/Dr. Notes, Truancy, absent, tardy, cum sent Log ( FR )
19	Reg. Cards, Tardy/Late slips, Weekly Attn. Reports, Student Transfers, Attn. Log ( FR )
20	Claim Forms, Cert. June & July 2014, Class. May, June & July 2014
21	Certificated Claim Forms Aug.-May 2013-2014
22	2013-2014 Ins. Reconciliations
23	Classified Claim Forms Aug.-April 2013-2014
24	
25	
26	
27	
28	
29	
30	
31	
32	

①

Box #	<u>To Be Destroyed: 2017</u>
	<u>Upper Rack ( Pallet 2 )</u>
1	Special Ed. Files ( Legal Size Box )
2	Special Ed. Files ( Legal Size Box )
3	Scott Hatcher, Confidential Psych. Files
4	Scott Hatcher, Confidential Psych. Files
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	

2

## To Be Shredded 2015:

1. Hr. Dept.
2. " "
3. Payroll Shared
4. " "
5. " "
6. Hr. Dept.
7. General Office Shared (Standard)
8. " " " "
9. " " " "
10. Hr. Dept.
11. Inc. Study, Tardy slips, ATTN: 2012-2013
12. Cc/dt Training, Aeries Training, Cal pads
13. Special Ed - IEP's, Student Request of Records
14. " " " "
15. " " " "
16. " " " "
17. Executive Asst. Shared Doc's
18. Hr. Dept.
19. Old Student DATA - E-mails, Student documents
20. Categorical - SES, Learning, Cc/dt 2008-2012, MAA
21. " " " " "
22. " " " " "
23. Hr. Dept.
24. " "
25. " "
26. Payroll Shared
27. IEP's, Selva Special billing
28. Payroll
29. Hr.
- 30.
- 31.
- 32.



## **Shred: 2018**

1. Old Cums
2. Old Cums and Misc. shredding
3. Weekly attendance, late tardy slips, Reg. Cards, Medical excuses
4. Misc. Shredding
5. Old Psych files
6. Misc. Shred
7. Old Payroll, PO's, Leave requests
8. Attendance Letters, Ind. Study, Visitor Student Sign in sheets
9. Misc. Shred
10. Misc. Shred
11. Special Ed worksheets
12. Misc. Shred
13. Daily Attn., Weekly Attn, Sign in & out sheets
14. Misc. Shred
15. Misc. Shred
16. Health record registration
17. Attendance Corrections, Independent Studies,
18. Misc. Shred
19. Misc. Shred
20. Misc. Shred
21. Attendance log, tardy slips, Attn. weekly reports, student excuse's
22. Misc. Shred
23. Celdt testing
24. Ind. Studies, Truancy, Absent & tardy logs, Student sign out sheets, Volunteer Check in Sheets
25. Payroll claims, Enrollments, PO's, Overflows, Student Discipline, Emergency Cards, Request for field trip, Student accident reports, Suspensions
26. Misc. Shred
27. Misc. Shred
28. Misc. Shred
29. Misc. Shred
30. Misc. Shred
31. Misc. Shred
32. Misc. Shred



## To Be Shredded 2018:

1. IEP Doc's (Luo.)
2. Payroll
3. IEP's, SELPA Student billings (Luz)
4. Ccldt - Shred
5. " "
6. " "
7. " "
8. " "
9. " "
10. " "
11. Hr. Dept.
12. Ccldt Shred
13. " "
14. Special Ed. IEP's
15. Administration Hearing Packets
16. Old Tests Testing Papers (SC.)
17. Hr. Dept.
18. Payroll
19. LV, Asst & Superintendent Docs
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.



**Ustach 2018 Shred:**

1. Old Aries papers etc
2. Payroll & PO's 2016-2018
3. Parent Letters, School Activities, Etc
4. Attendance class rosters, Weekly Attendance, Verification reports 4/11/11-5/27/11
5. Discipline, Attendance, Class schedules, Handouts
6. Testing Scrap paper
7. Testing Scrap Paper, Old schedules, Old newsletters, Class schedules, etc.

5

To Be Shredded [REDACTED] 2017:

1. Special Ed., Student Info, Student Reports
2. " " "
3. Hr. Dept.
4. Breakthrough Coaching 7/27/17
5. " " "
6. Breakthrough Coaching 7/28/17
7. " " "
8. Misc. Disc's CR. Brown
9. " " " "
10. Hr. Dept.
11. 2012-2013 Employee benefits, Invoices
12. ~~Special Ed. & District Office~~
13. ~~Special Ed. & District Office~~
14. Hr. Dept.
15. Hr. Dept.
16. Payroll sheet
17. CLEET scores, Dup. P.O.'s, CAIPads ELPAC CAAS, Dir's
18. IEP's, Preschool Referrals, Student Registrars
19. Special Ed, IEP's, ESY Emergency Forms
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.



**Ustach 2018 Shred:**

1. Emergency Cards, Testing Scratch paper
2. Student registration cards
3. Independent study packs
4. Discipline 2010-2011





Warehouse SUSD &lt;warehouse@sylvan.k12.ca.us&gt;

**Shredding....**

Jennie Castillo <JCastillo@sylvan.k12.ca.us>  
To: Warehouse SUSD <warehouse@sylvan.k12.ca.us>

Wed, Jun 20, 2018 at 9:09 AM

**Somerset Middle School Shredding 2018**

- 1 Old Cumulative Files
- 2 Old Cumulative Files
- 3 Attendance Records A- CL
- 4 Attendance Records CO-G
- 5 Attendance Records H-MA
- 6 Attendance Records Me – RE
- 7 Attendance Records RI – T
- 8 Attendance Records U-Z
- 9 Independent Study Agreements
- 10 Attendance Verification Sheets
- 11 Office Aide Sign in Sheets
- 12 Caregiver Affidavits
- 13 Withdrawals/ Enrollments
- 14 Blue Bear/Gown sales, receipt books
- 15 Payroll Records/Leave Requests
- 16 Requisitions/ Purchase Orders
- 17 Parent sign in sheets/ Volunteer Sign In Sheets
- 18 Misc. Shredding
- 19 Attendance Letters Truancy Letters/tardy letters
- 20 Field Trip Requests
- 21 Progress Reports

Thank you!

Jennie Castillo  
Somerset Middle School  
Office Manager

On Wed, Jun 20, 2018 at 8:33 AM Jennie Castillo <JCastillo@sylvan.k12.ca.us> wrote:  
[Quoted text hidden]

TO BE SHREDED 2017.



~~7~~ BOXES total :

(Food Service)

- 1.) Applications 2011-12
- 2.) Vendors Records 2011-12
- 3.) Financial Records - Accounting, PO, 2011-12
- 4.) All transport sheets 12/11, 1/12, 2/12
- 5.) Student Stores - Headstart 2011-12
- 6.) Deposit sheets 2011-12
- 7.) Daily cash 2011-12
- 8.) Claims - CNIPS, Deposit bag Log, Non-cash Adj,  
Log for Deposit Errors, Seamless Summer, Afterschool  
snack, Site monitoring, Past media release,  
Alerts + bulletins - 2011-12
- 9.) Foster Farm Receipts 2011-12

- 
- unneeded
- 10.) Old Applications - OLD Personell files
  - 11.) Old (not need) Employee files
  - 12.) Employee files no longer at District
  - 13.) Old applications - memos
  - 14.) Vendor Records
  - 15.) Applications 2012-13
  - 16.) Depo sheets - 2012-13
  - 17.) Student Store 2012-13 (Head start)