



# ALLEGANY-LIMESTONE CENTRAL SCHOOL

3131 Five Mile Road • Allegany, NY 14706

## District Office

Phone: 716-375-6600

Fax: 716-375-6629

## Middle-High School

Ext. 2110/2100

Fax: 716-375-6630

## Elementary School

Ext. 4172

Fax: 716-375-6628

## Special Education

Ext. 4164

Fax: 716-375-6601

## Bus Garage

Ext. 6612

Fax: 716-375-6627

Title of Record	Retention	Format
Accounting printouts	6 years	Paper
Bids	6 years	Paper
Correspondence	6 years	Paper
Bank Statements	6 years	Paper
BEDS	5 years	Paper
Exams, Tests (including Regents)	1 year after end of school year	Paper
Exam wrappers	2 years	Paper
Exam booklets	1 year	Paper
Exam scores	2 years	Paper
Attendance Record	6 years	Paper
Student Disciplinary Record	3 years after end of school year	Paper
Excuses	1 year	Paper
Office files	6 years	Paper
Planbooks	2 years	Paper
Portfolios	6 years	Paper
Requisitions	6 years	Paper
SAC	6 years	Paper
School Lunch	3 years	Paper
Tax Assessment Rolls	10 years	Paper
Tax File	6 years	Paper
Tax Receipts	6 years	Paper
Timesheets	6 years	Paper
Warrants	6 years	Paper
Working papers	21 years old	Paper
Psychological students files	6 years	Paper
School Taxes	Permanent (Fall Out-Elem)	Paper



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