



Issue Paper

DATE:

August 21, 2025

AGENDA ITEM (ACTION ITEM):

Receive information documenting the periodic destruction of records during the 2024-2025 school year.

APPLICABLE BOARD POLICY:

01.61: Records Management

HISTORY/BACKGROUND:

Policy 01.61 requires the designated district Records Officer to maintain a destruction record of district records, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the state Director of the Division of Archives and Records. The attached spreadsheet documents the district records and volumes of records destroyed during the 2024-2025 school year.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Receive information documenting the periodic destruction of records during the 2024-2025 school year.

CONTACT PERSON:

Dr. David A. Rust

Principal/Administrator



District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

DC Submittals - Kenton County Schools - SY 2024-25

Destruction Date	DC Initiator	SITE	Series	Title Of Records	Dates of Records	Volume (Cu. Ft.)	Volume (KB/GB/TB)
10/10/2024	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	2024 - August		4.73 GB
10/15/2024	Teal Nally	CO	L4473	Worker's Compensation and Insurance Claims and Report File	05/04/2006 - 01/29/2019	1.0	
10/17/2024	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	9/16/2024 - 10/14/2024	17.0	
10/17/2024	Jenny Weis-Smith	CO	L5298	Copy Paper Bid	11/6/18 - 10/31/19	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Diversity and Inclusion Bid	7/1/19 - 6/30/20	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Athletic Training Services Bid	07/01/16 - 06/30/21	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Air Filters Bid	07/01/19 - 04/05/20	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Cleaning Supplies Bid	04/02/19 - 04/29/20	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Elevator Service Bid	06/01/19 - 06/30/20	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Surplus Bid 1 & 2 (FY 2020)	12/04/18 & 05/07/19	0.5	
10/17/2024	Jenny Weis-Smith	CO	L5298	Surplus Bid 1 (FY 2019)	11/4/2019	0.5	
11/7/2024	Carole Benjamin	SC	L2363	Student Cumulative Record File (CUM. Folder)	1991 - 2021 SY	623.9	
11/7/2024	Carole Benjamin	SC	L5354	Gifted & Talented Student File	1991 - 2021 SY	36.7	
11/7/2024	Carole Benjamin	SC	L2372	Student Cumulative Health Record	1991 - 2017 SY	73.3	
11/12/2024	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	10/14/2024 - 11/11/2024	17.0	
11/12/2024	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	2024 Sept		37,001 KB
11/12/2024	Nicole Smith	CO	L2639	Complaints Against Staff-Substantiated	2003-2012 SY	0.5	
11/12/2024	Nicole Smith	CO	L5235	Employee Grievance File	1990-2017 SY	1.0	
11/12/2024	Nicole Smith	CO	L3119	Notification of Change of Employment	1991 SY	0.5	
11/12/2024	Nicole Smith	CO	L4473	Worker's Comp Report File	2013 SY	0.5	
11/12/2024	Nicole Smith	CO	L5312	Open Records Request for Inspection	2016 SY	0.5	
11/12/2024	Nicole Smith	CO	L5273	Hiring Procedures File (job postings)	2015-2017 SY	0.5	
11/12/2024	Nicole Smith	CO	L6454	Complaints Against Staff-Unsubstantiated	1990-1994 SY	0.5	
11/12/2024	Nicole Smith	CO	L6655	Sick Leave Sharing File (Donated Days)	2018-2020 SY	0.5	
11/12/2024	Nicole Smith	CO	L2025	Applications - Persons Not Hired	10/2020 - 11/2021	1.0	
11/12/2024	Nicole Smith	CO	L6353	Random Drug Testing File	10/2017 - 03/2024	0.5	
11/12/2024	Nicole Smith	CO	L5824	Personnel Evaluation	2017 SY	0.5	
11/12/2024	Matthew Winkler	KCSD	L6463	Facilities Surveillance Video/Audio Recordings	2024 - Sept		1,170 TB
12/5/2024	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	2024 - Oct		14,498 KB
12/10/2024	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	11/12/2024 - 12/09/2024	17.0	
12/10/2024	Nicole Smith	CO	L6471	Employment Verification Form	2020 - 2023 SY		1.5 GB
12/10/2024	Nicole Smith	CO	L6351	Council Members Training Record File	2016 - 2020 SY		0.5 GB
12/10/2024	Nicole Smith	CO	L6451	Classified Personnel Training File	2019 - 2021 SY		1.5 MB
12/10/2024	Nicole Smith	CO	L5313	Insurance Policy File	2010-2017 SY	0.5	
12/12/2024	Matthew Winkler	KCSD	L6463	Facilities Surveillance Video/Audio Recordings	2024 - Oct		1,170 TB
01/15/2025	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	11/04/2024		24,486 KB
01/16/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	12/10/2024 - 01/13/2025	17	
01/17/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record"	11/05/2024 - 12/02/2024	8.5	
01/28/2025	T. Dierker	CO	L5260	Time and Attendance Record File	SY 1999-2021	230	
01/28/2025	T. Dierker	CO	L6970	Daily Vehicle Inspection Forms	SY 2011-2012	7.5	
01/29/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record"	01/17/2025 - 01/27/2025	8.5	
1/30/2025	Matthew Winkler	KCSD	L6463	Facilities Surveillance Video/Audio Recordings	November 2024		1,170 TB

Records Custodian - David A. Rust

DC Submittals - Kenton County Schools - SY 2024-25

2/1/2025	Matthew Winkler	KCSD	L6463	Facilities Surveillance Video/Audio Recordings	December 2024		1,170 TB
2/3/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	01/13/2025 - 02/03/2025	17.0	
2/3/2025	Jan Kane	DX	L5323	Duplicate "Copy of Record"	08/01/2024 - 02/03/2025	27.0	
2/5/2025	Tara Bradford	CO	L6473	Employment Eligibility Verification Form I-9	07/01/2020 - 06/30/2021	1.0	
2/5/2025	Tara Bradford	CO	L2025	Applications Persons Not Hired	11/09/2021 - 01/31/2022	1.5	
2/5/2025	Tara Bradford	CO	L5343	Personnel File (Background Checks Only)	07/01/2018 - 06/30/2018	0.5	
2/10/2025	Sherry Taylor	RR	L5323	Duplicate "Copy of Record"	01/13/2025 - 02/10/2025	17.0	
2/13/2025	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	11/26/2024 - 12/02/2024		240,717 KB
2/24/2025	Cynthia Casson	WT	L5323	Duplicate "Copy of Record"	01/13/2025 - 02/24/2025	17.0	
2/25/2025	Elissa Baker	SV	L5323	Duplicate "Copy of Record"	01/16/2024 - 02/24/2025	13.0	
2/26/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record"	01/17/2025 - 02/24/2025	8.5	
3/1/2025	Matthew Winkler	CO	L6463	Facilities Surveillance Video/Audio Recordings	January 2025		1,170 TB
3/3/2025	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	1/13/2025		74,511 KB
3/3/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	02/04/2025 - 03/03/2025	17.0	
3/3/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	4/1/2025-4/28/2025	17.0	
3/3/2025	Arron Baker	SK	L2377	Student Request for Schedule Change (Personalized Registration Sheets	SY 2022-2024	1.0	
3/20/2025	Sherry Taylor	RR	L5323	Duplicate "Copy of Record"	02/10/2025 - 03/10/2025	17.0	
3/24/2025	Arron Baker	SK	L2363	Student Cumulative Record File (V)	SY 2019	15.0	
3/24/2025	Arron Baker	SK	L2372	Student Cumulative Health Record	SY 2019	15.0	
3/25/2025	Leslie Brown	BG	L2363	Student Cumulative Record File	07/01/2015 - 06/30/2020	12.5	
3/25/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record"	02/25/2025 - 03/24/2025	8.5	
3/31/2025	Cristy Richardson	CO	L5294	Accounts Payable Files	02/01/2016 - 06/30/2016	12.5	
3/31/2025	Jan Kane	DX	L5323	Duplicate Copy of Records	02/03/2025 - 03/31/2025	14.0	
3/31/2025	Arron Baker	SK	L3158	Parent's/Guardian's Request for Student's Early Dismissal from School	SY 2019-2022	15.0	
3/31/2025	Arron Baker	SK	L6901	Bus Rider Change Notification	SY 2019-2022	5.0	
3/31/2025	Arron Baker	SK	L1947	Record of Daily Attendance (V)	SY 1997-2004	15.0	
4/1/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record"	03/03/2025 - 03/31/2025	17.0	
4/3/2025	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	02/03/2025		12,716 KB
4/17/2025	Sherry Taylor	RR	L5323	Duplicate "Copy of Record"	03/10/2025 - 04/14/2025	17.0	
4/21/2025	Cynthia Casson	WT	L5323	Duplicate "Copy of Record"	02/24/2025 - 04/21/2025	17.0	
4/22/2025	Matthew Winkler	CO	L6463	Facilities Surveillance Video/Audio Recordings	February 2025		1,170 TB
4/24/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record"	03/25/2025 - 04/21/2025	8.5	
5/5/2025	Matthew Winkler	KCSD	L6463	Facilities Surveillance Video/Audio Recordings	March 2025		1170 TB
5/5/2025	Elissa Baker	SV	L5232	Duplicate "Copy of Record"	2/24/2025-4/21/2025	14.0	
5/12/2025	Michele Thornberry	CA	L5323	Duplicate Records - "Copy of Record"	March 17, 2025-May 12, 2025	8.5	
5/16/2025	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	03/03/2025		60136 KB
5/19/2025	Cindy Albright	SOC	L5323	Duplicate "Copy of Records"	4/21/2025-5/19/2025	17.0	
5/20/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record" (1 Bin)	4/23/25-5/19/25	8.5	
5/22/2025	K. Dixon	FW	L3021	Authorization to give medicine	FY 2019-2023	1.0	
5/22/2025	K. Dixon	FW	L2641	Incident investigative report	FY 2019-2023	0.5	
5/22/2025	K. Dixon	FW	L6908	Health Office visit file	FY 2019-2023	4.5	
5/22/2025	K. Dixon	FW	L5776	Vision screening records	12/1/2019-12/1/2023	0.5	
5/22/2025	K. Dixon	FW	L5323	Duplicate "Copy of record"	SY 2023-2024	1.0	

DC Submittals - Kenton County Schools - SY 2024-25

5/22/2025	Patty Gausepohl	TM	L6908	KCSD Health Services Office Note	8/16/2023-5/24/2024	0.5	
5/23/2025	Carla Williamson, RN	BG	L3021	Authorization to Give medication	SY 23-24	0.5	
5/23/2025	Carla Williamson, RN	BG	L5841	Parent Notification of pupil visit to nurse	SY 23-24	2.0	
5/23/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record" (2 Blns)	4/29/2025-5/23/2025	17.0	
5/23/2025	Jan Kane	DX	L5323	Duplicate Copy of Records	4/1/25-5/23/25	20.0	
5/23/2025	Jennifer Clark	PN	L2326	Health Office Notes	SY 2023-2024	0.5	
5/23/2025	Michelle Racke, BSN, RN	TW	L6908	Health Office Visit File	Aug. 16, 2023-MAY 24, 2024	1.5	
5/27/2025	Cynthia Casson	WT	L4496	Request to Attend School Outside of Attendance District	SY 2022-2023	0.5	
5/27/2025	Cynthia Casson	WT	L5341	Student Activity Fund File	SY 2019-2021	2.0	
5/27/2025	Cynthia Casson	WT	L5260	Time and Attendance Record File	SY 2021-2023	1.0	
5/27/2025	Cynthia Casson	WT	L5357	Non Resident Student Application	SY 2022-2023	0.5	
5/27/2025	Cynthia Casson	WT	L6901	Bus Rider Notification Changes	SY 2023-2024	2.5	
5/27/2025	Cynthia Casson	WT	L6466	Substitute Teacher Sign In/ Sign Out Forms	SY 2021-2022	2.5	
5/27/2025	Cynthia Casson	WT	L5296	Purchase Orders/Requisition Reference & Tracking	SY 2021-2022	2.5	
5/27/2025	Cynthia Casson	WT	L6467	Educational Enhancement Opportunity Request	SY 2023-2024	0.5	
5/27/2025	Cynthia Casson	WT	L5335	Student Entry/Exit Log	SY 2022-2023	0.5	
5/27/2025	Cynthia Casson	WT	L1960	Student Absentee Information File	SY 2022-2023	2.5	
5/27/2025	Cynthia Casson	WT	L4492	Sign Out Log	SY 2023-2024	2.5	
5/28/2025	Vanessa Due	PN	L5323	Duplicate "Copy" of Record	May 2025	11.5	
5/29/2025	Sherry Taylor	RR	L5323	Duplicate "Copy of Record"	4/14/2025-5/12/2025	17.0	
5/29/2025	Natalie Ewald	RR	L1958	Daily Student Attendance Record - By School - First Ten Days	SY 2020-2023	0.5	
5/29/2025	Natalie Ewald	RR	L2025	Applications Persons Not Hired	SY 2016-2020	1.0	
5/29/2025	Natalie Ewald	RR	L2041	Professional Development Teacher Registration	SY 2019-2023	0.5	
5/29/2025	Natalie Ewald	RR	L2054	Code of Ethics (State Testing Program)	SY 2017-2018	0.5	
5/29/2025	Natalie Ewald	RR	L2368	Standardized Tests and Results (Aptitude, Achievement, Academic, State	SY 2015-2018	0.5	
5/29/2025	Natalie Ewald	RR	L3004	Teacher Council Member Election Records	SY 2017-2021	1.0	
5/29/2025	Natalie Ewald	RR	L3005	Parent Representative Council Member Election Records	SY 2016-2021	0.5	
5/29/2025	Natalie Ewald	RR	L3117	Application Screening Profile	SY 2018-2019	1.5	
5/29/2025	Natalie Ewald	RR	L3118	Applicants Recommended for Employment	SY 2015-2016	0.5	
5/29/2025	Natalie Ewald	RR	L5346	Principal's Administrative File	SY 2016-2023	4.0	
5/29/2025	Natalie Ewald	RR	L5869	Parent/Teacher Conference File	SY 2009-2011	0.5	
5/29/2025	Natalie Ewald	RR	L5869	Parent/Teacher Conference File	SY 2017-2021	0.5	
5/29/2025	Natalie Ewald	RR	L6454	Complaints Against Staff - Unsubstantiated	SY 2019-2022	0.5	
5/29/2025	Natalie Ewald	RR	L6461	K-Prep Assessment	SY 2016-2019	1.5	
5/29/2025	Natalie Ewald	RR	L6637	Staff Agreement Forms (Sign off for policies and procedures)	SY 2018-2023	5.5	
6/5/2025	Misty Jones	BOE	L2014	Audio/Video Recordings of Official Meetings (Audio)	04/14/2025		21703 KB
6/5/2025	Misty Jones	BOE	L2014	Audio/Video Recordings of Official Meetings (Audio)	04/14/2025		30709 KB
6/5/2025	Misty Jones	BOE	L2014	Audio/Video Recordings of Official Meetings (Audio)	04/14/2025		1777 KB
6/5/2025	Robyn Rolf	WT	L4412	Professional Staff Development Program File	SY 2015-2016	0.5	
6/5/2025	Robyn Rolf	WT	L4412	Professional Staff Development Program File	SY 2016-2017	0.5	
6/5/2025	Robyn Rolf	WT	L4412	Professional Staff Development Program File	SY 2014-2015	0.5	
6/5/2025	Robyn Rolf	WT	L4412	Professional Staff Development Program File	SY 2017-2018	0.5	
6/5/2025	Robyn Rolf	WT	L4412	Professional Staff Development Program File	SY 2015-2016	0.5	

Records Custodian - David A. Rust

DC Submittals - Kenton County Schools - SY 2024-25

6/5/2025	Robyn Rolf	WT	L6460	K-2 Assessment (Brigance)	SY 2014	0.5	
6/5/2025	Robyn Rolf	WT	L6460	K-2 Assessment (Brigance)	SY 2013	0.5	
6/5/2025	Robyn Rolf	WT	L6460	K-2 Assessment (Brigance)	SY 2017	0.5	
6/5/2025	Robyn Rolf	WT	L6637	Staff Agreement Forms	SY 2014-2015	0.5	
6/5/2025	Robyn Rolf	WT	L6637	Staff Agreement Forms	SY 2015-2016	0.5	
6/5/2025	Robyn Rolf	WT	L6637	Staff Agreement Forms	SY 2016-2017	0.5	
6/5/2025	Robyn Rolf	WT	L6637	Staff Agreement Forms	SY 2022-2023	0.5	
6/5/2025	Robyn Rolf	WT	L6637	Staff Agreement Forms (First Day Staff Sign Offs)	SY 2021-2022	0.5	
6/5/2025	Robyn Rolf	WT	L6637	Staff Agreement Forms (End of Year Checklist/Sign Off)	May 28, 2024	0.5	
6/9/2025	Nancy Hoffman	CO	L2001	Special Education Due Process Student Folders (V)	SY 2022	80.0	
6/9/2025	Matthew Winkler	KCSD	L6463	Facilities Surveillance Video/Audio Recordings	April 2025		1170 TB
6/10/2025	Beth Hathaway	RY	L2054	Code of Ethics (State Testing Program)	2020-2021	0.5	
6/10/2025	Beth Hathaway	RY	L2054	Code of Ethics (State Testing Program)	2021-2022	0.5	
6/11/2025	Natalie Ewald	RR	L1960	Student Absentee Information File	SY 2021-2023	19.0	
6/11/2025	Natalie Ewald	RR	L5260	Time and Attendance Record File	SY 2020-2022	1.5	
6/11/2025	Natalie Ewald	RR	L5344	Principal's Teacher Evaluation File	SY 2016-2018	4.0	
6/16/2025	Cindy Albright	SOC	L5323	Duplicate "Copy of Record"	5/21/2025-6/16/2025	17.0	
6/16/2025	Carrie Holloway	TM	L5240	Attendance Records File	SY 2022-2023	1.5	
6/16/2025	Carrie Holloway	TM	L5323	Duplicate "Copy of Record"	SY 2024-2025	6.0	
6/16/2025	Carrie Holloway	TM	L2443	Monthly Pupil Attendance Report (Principals Copy)	SY 2022-2023	0.5	
6/16/2025	Carrie Holloway	TM	L1960	Student Absentee Information File	SY 2023-2024	1.0	
6/16/2025	Cynthia Casson	WT	L1960	Student Absentee Information File	SY 2022-2023	2.5	
6/16/2025	Cynthia Casson	WT	L4492	Sign Out Log	SY 2023-2024	2.5	
6/16/2025	Cynthia Casson	WT	L4496	Request to Attend School Outside of Attendance District	SY 2022-2023	0.5	
6/16/2025	Cynthia Casson	WT	L5260	Time and Attendance Record File	SY 2021-2022	1.0	
6/16/2025	Cynthia Casson	WT	L5296	Purchase Orders/Requisition Reference & Tracking	SY 2021-2022	2.5	
6/16/2025	Cynthia Casson	WT	L5335	Student Entry/Exit Log	SY 2022-2023	0.5	
6/16/2025	Cynthia Casson	WT	L5341	Student Activity Fund File	SY 2019-2021	2.0	
6/16/2025	Cynthia Casson	WT	L5357	Non Resident Student Application	SY 2022-2023	0.5	
6/16/2025	Cynthia Casson	WT	L6466	Substitute Teacher Sign In/ Sign Out Forms	SY 2021-2022	2.5	
6/16/2025	Cynthia Casson	WT	L6467	Educational Enhancement Opportunity Request	SY 2023-2024	0.5	
6/16/2025	Cynthia Casson	WT	L6901	Bus Rider Notification Changes	SY 2023-2024	2.5	
6/23/2025	Tracy Hamm	SC	L5323	Duplicate "Copy of Record" (1 Bin)	05/20/2025-06/16/2025	8.5	
6/23/2025	Arron Baker	SK	L2363	Student Cumulative Record File (V)	SY 2018	15.0	
6/23/2025	Arron Baker	SK	L2372	Student Cumulative Health Record	SY 2018	15.0	
6/23/2025	Cindy Albright	SOC	L5323	Duplicate "Copy of Records"	4/21/2025-5/19/2025	17.0	
6/27/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record" (2 bins)	5/24/2025-6/23/2025	17.0	
7/3/2025	Misty Jones	CO	L2014	Audio/Video Recordings of Official Meetings (Audio)	05/05/2025		74,457 KB
7/3/2025	Karla Allison	CO	L6907	Completed Medication Administration Checklist	SY 2023-2024	2.0	
7/15/2025	Michele Thornberry	CA	L5323	Duplicate Records "Copy of Record"	5/13/2025-7/6/2025	8.5	
7/17/2025	Amy Kennedy	KCSD	L5125	Volunteer Background Checks	SY 2018-2019	2.0	
7/17/2025	Amy Kennedy	KCSD	L5125	Volunteer Background Checks	SY 2016-2017	2.0	
7/17/2025	Amy Kennedy	KCSD	L5125	Volunteer Background Checks	SY 2016-2017	1.8	

Records Custodian - David A. Rust

DC Submittals - Kenton County Schools - SY 2024-25

7/17/2025	Amy Kennedy	KCSD	L2408	Field Trip Request File	SY 2016-2019	2.5	
7/17/2025	Amy Kennedy	KCSD	L2408	Field Trip Request File	SY 2015-2016	0.5	
7/22/2025	Cindy Albright	KCSD	L5323	Duplicate "Copy of Record"	6/17/2025-7/14/2025	17.0	
7/23/2025	Michele Thornberry	CA	L5277	Trial Balance	SY 2020-2021	0.5	
7/23/2025	Michele Thornberry	CA	L5278	Periodic Financial Statements/Reports	SY 2020-2021	1.0	
7/23/2025	Michele Thornberry	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2020-2021	0.5	
7/23/2025	Michele Thornberry	CA	L5282	Accounts Receivable File	SY 2020-2021	1.5	
7/23/2025	Michele Thornberry	CA	L5294	Accounts Payable File	SY 2020-2021	1.5	
7/23/2025	Michele Thornberry	CA	L5286	BudgetDraft/Proposal	SY 2020-2021	0.5	
7/23/2025	Michele Thornberry	CA	L5287	Budget Work Papers	SY 2020-2021	0.5	
7/23/2025	Michele Thornberry	CA	L5275	Audit Trail Lists	SY 2020-2021	0.5	
7/23/2025	Michele Thornberry	CA	L5283	Banking Records File	SY 2020-2021	1.5	
7/23/2025	Michele Thornberry	CA	L5274	Journals	SY 2020-2021	0.5	
7/23/2025	Michele Thornberry	CA	L5341	Student Activity Fund File	SY 2020-2021	2.5	
7/23/2025	Michele Thornberry	CA	L5296	Purchase Order/Requisition Reference and Tracking Instruments	SY 2020-2021	1.5	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2019-2020	0.5	
7/24/2025	Dee North, RN	CA	L6908	Health Office Visit File	SY 2023-2024	2.5	
7/24/2025	Gail Barnhill	CA	L5357	Non-Resident Student Application	SY 2021-2022	1.0	
7/24/2025	Gail Barnhill	CA	L2378	Student Parental Permissions, Requests and Consents	SY 2023-2024	2.5	
7/24/2025	Gail Barnhill	CA	L4496	Request to Attend School out of Attendance District or School District	SY 2021-2022	1.0	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2014-2015	0.5	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2016-2017	0.5	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2020-2021	0.5	
7/24/2025	Gail Barnhill	CA	L6467	Educational Enhancement Opportunity Request (Student)	SY 2022-2023	0.5	
7/24/2025	Gail Barnhill	CA	L5330	Periodic Attendance Reports	SY2021-2022	2.0	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2015-2016	0.5	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2018-2019	0.5	
7/24/2025	Gail Barnhill	CA	L5281	Periodic Audits (Daily, Monthly or Quarterly)	SY 2017-2018	0.5	
7/24/2025	Gail Barnhill	CA	L5335	Student Entry and Exit Log	SY 2021-2022	0.5	
7/24/2025	Gail Barnhill	CA	L4492	Sign-out Log	SY 2023-2024	0.5	
7/24/2025	Gail Barnhill	CA	L2408	Field Trip Request File	SY 2019-2020	1.0	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5357	Non Resident Student Application	SY 2018-2022	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L6467	Educational Enhancement Opportunity Request (student)	SY 2018-2022	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5304	Routine Correspondence	SY 2018-2022	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L6651	Student Transportation Update File	SY 2018-2022	3.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L1960	Student Absentee Information File	SY 2018-2022	3.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5274	Journals	SY 2017-2021	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L2461	Student Discipline Record	SY 2005-2008	0.5	
7/24/2025	Vanessa Due/Emily Thompson	PN	L6460	K-2 Assessment	SY 2012-2018	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5824	Personnel Evaluations	SY 2018	2.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5326	Preschool Student Files	SY 2014	0.5	
7/24/2025	Vanessa Due/Emily Thompson	PN	L2461	Student Discipline Record	SY 2010-2015	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L2368	Student Stanardized Tests and Results	SY 2015-2019	1.1	

DC Submittals - Kenton County Schools - SY 2024-25

7/24/2025	Vanessa Due/Emily Thompson	PN	L3004	Teacher Council member Elections	SY 2002-2006	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L3005	Parent council member Elections	SY 2004-2011	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5323	Duplicate Copy of Records	June 2025	5.8	
7/24/2025	Vanessa Due/Emily Thompson	PN	L4492	School Sign In and Sign out Log	SY 2018-2022	3.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L3004	Teacher Council Member Elections	SY 2008	0.5	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5330	Periodic Attendance Reports	SY 2018-2022	2.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5283	Banking Records File	SY 2017-2020	2.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L2443	Monthly Pupil Attendance Report	SY 2018-2022	3.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5296	Purchase Order/Req reference and tracking instruments	SY 2017-2020	3.2	
7/24/2025	Vanessa Due/Emily Thompson	PN	L3004	Teachers Council Member Elections	SY 2010-2011	0.5	
7/24/2025	Vanessa Due/Emily Thompson	PN	L5341	Student Activity Fund	SY 2017-2020	1.1	
7/24/2025	Vanessa Due/Emily Thompson	PN	L4468	General Fund Reports	SY 2017-2020	2.2	
7/24/2025	Chris Fossett	TF	L5305	Information and Reference Material (State Testing)	5/5/25-6/2/25	5.0	
7/24/2025	Brandy Woolum	WD	L1958	Daily Student Attendance Record – By School- First Ten Days	SY2023-2024	0.5	
7/24/2025	Brandy Woolum	WD	L5323	Duplicate "Copy of Record"	SY2023-2025	7.5	
7/24/2025	Brandy Woolum	WD	L5335	Student Entry / Exit Log	SY2023-2024	1.5	
7/24/2025	Brandy Woolum	WD	L4492	Sign Out log	SY2023-2024	2.0	
7/29/2025	Cinda Roberts	CO	L5323	Duplicate "Copy of Record" (2 bins)	6/24/2025-7/21/2025	17.0	
7/29/2025	Valorie Richardson	TF	L6467	Educational Enhancement Opportunity Request (Student)	SY 2013 - 2022	0.3	
7/29/2025	Valorie Richardson	TF	L5323	Duplicate "Copy of Record"	SY 2020 - 2025	9.5	
7/29/2025	Valorie Richardson	TF	L5335	Student Entry and Exit Log	SY 2013 - 2021	7.5	
7/29/2025	Valorie Richardson	TF	L5260	Time and Attendance Record File	SY 2020 - 2021	0.3	
7/29/2025	Valorie Richardson	TF	L4492	School Sign-In and Sign-Out Log	SY 2013 - 2021	3.5	
7/29/2025	Valorie Richardson	TF	L5240	Attendance Records File	SY 2013 - 2023	8.0	
7/31/2025	Jan Kane	DX	L5323	Duplicate copy of records	5/23/25-7/28/25	15.0	
7/31/2025	Shelley Beers	KN	L5357	Non resident student application	8/2023-5/2024	0.5	
7/31/2025	Shelley Beers	KN	L1958	Daily student attendance record-by school- first ten days	8/2023-5/2024	0.5	
7/31/2025	Shelley Beers	KN	L5240	Attendance records file	8/2023-5/2024	1.5	
7/31/2025	Shelley Beers	KN	L1960	Student Absentee Information File	8/2023-5/2024	0.5	
7/31/2025	Shelley Beers	KN	L2385	Student entry (sign in) and exit (sign out) log	8/2023-5/2024	0.5	
7/31/2025	Shelley Beers	KN	L5296	Purchase Orders / Requisitions Reference and tracking instruments	7/2018-6/2019	2.5	
7/31/2025	Shelley Beers	KN	L5296	Purchase Orders / Requisitions Reference and tracking instruments	7/2019-6/2020	2.5	
7/31/2025	Shelley Beers	KN	L5283	Banking records file	7/2020-6/2021	2.5	
7/31/2025	Shelley Beers	KN	L5283	Banking records file	7/2019-6/2020	2.0	
7/31/2025	Shelley Beers	KN	L6467	Educational Enhancement Opportunity Request (student)	8/2023-5/2024	0.5	
7/31/2025	Angela Hardcorn	TF	L5341	Student Activity Fund	SY 2019-2020	1.0	
7/31/2025	Angela Hardcorn	TF	L5283	Banking File Records	SY 2019-2020	1.0	
7/31/2025	Angela Hardcorn	TF	L2461	Student Discipline Records	SY 2021-2023	2.0	
8/7/2025	James Allison	SV	L6908	Health Office Visit File	SY 2023-2024	2.5	
Total Volume of Records Destroyed - SY 2024-25:						1990.5	9360.01 TB

Records Custodian - David A. Rust