



LCPS Form EH-E1

Destruction of Records Request

Unless otherwise stated, the retention period for a record is in calendar years from the date of the trigger event. The trigger event means the closing event of a record which beings the retention period.

The destruction of a District record at the expiration of its retention period is prohibited under the following:

1. The record is known by the District to be in litigation;
2. The record is subject to a pending request for disclosure under the Inspection of Public Records act;
3. There is an outstanding request to inspect and review the record under the federal Family Educational Rights and Privacy Act (FERPA); or
4. The record is subject to a pending audit or if questions remain unresolved from a conducted audit until audit findings are resolved.

Type of Record	Triggering Date	Disposition Request Date	Legal Authority	Quantity of Boxes
<i>Example- Work Orders for Repairs</i>	<i>12/21/2018</i>	<i>12/21/2019</i>	<i>NMAC 1.21.3</i>	<i>21</i>

Signature: _____ Printed Name: _____

By signing I certify that I have the authority to request the destruction of the above records and that the records have been correctly classified in accordance with 1.21.2 NMAC

Approval from Chief of Staff: _____