

MURRAY CITY SCHOOL DISTRICT

NUMBER:	ADM 215
EFFECTIVE:	
REVISION:	
PAGES:	1

Statement of.....

## **Policy and Responsibility**

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SUBJECT: DESTROYING OBSOLETE MATERIAL

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### Destroying Obsolete Material

All obsolete materials will be sent to the central office for disposition. Official documents shall not be destroyed until after they are 10 years old and then upon approval of the Board.