SUBJECT: CONFIRM CLASSIFICATION OF PERKINS RECORDS TO CLASS 3-DISPOSABLE

OVERVIEW:

Requesting Perkins records dated 1995 – 1997 be classified as Class 3-Disposable.

DISCUSSION:

The contents of the 1995 – 1997 Perkins financial records include copies of spreadsheets, Fiscal Services and Business Services documents, Chancellor's Office application approval, quarterly and final reports, and final claim reports

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

It is recommended that the Governing Board confirm the classification of Perkins records to class 3-Disposable.