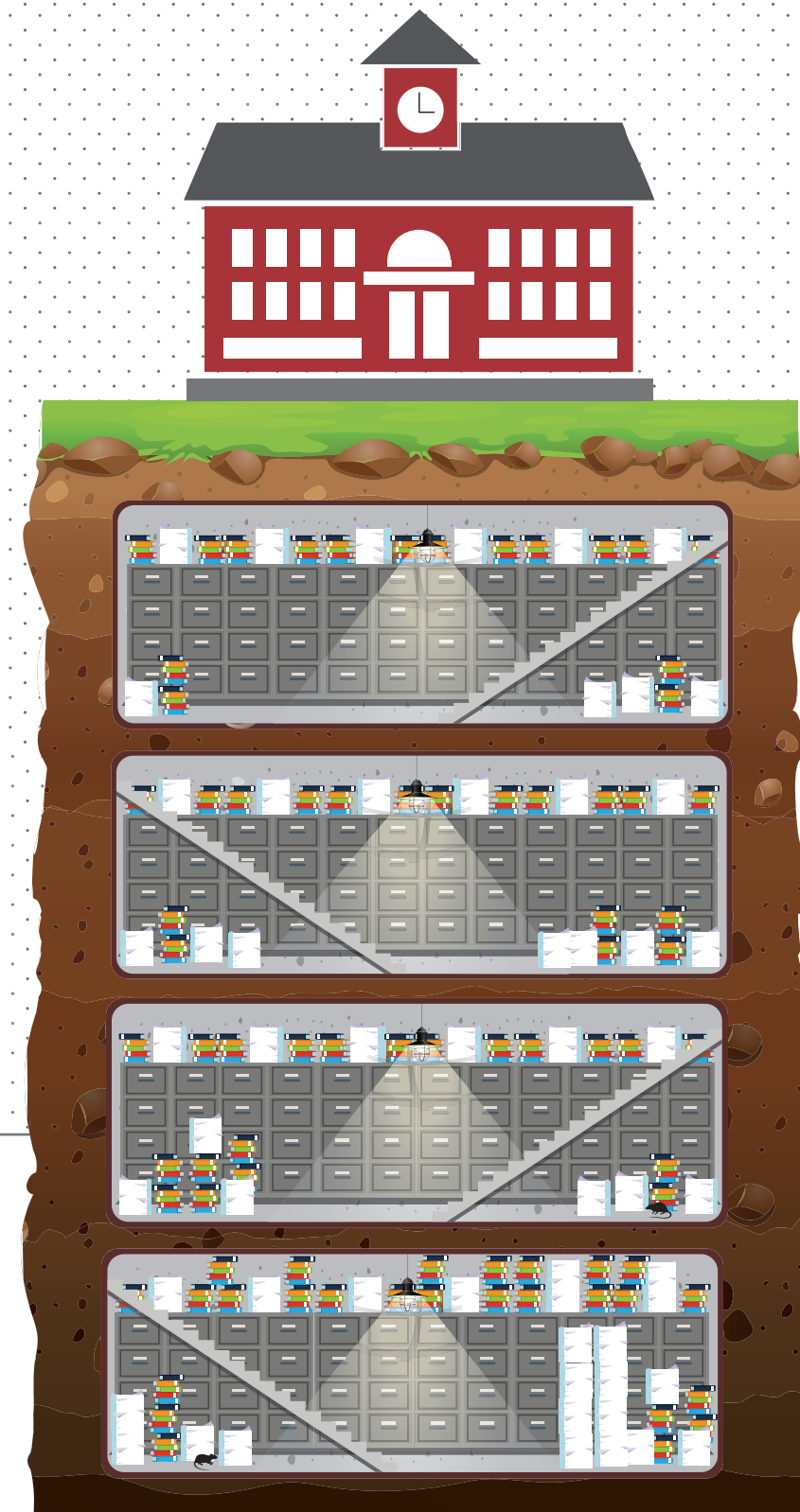
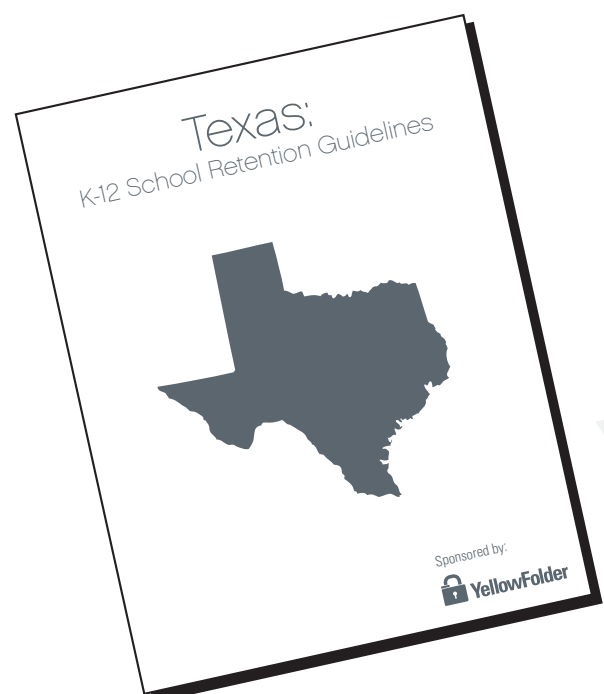


RECORDS RETENTION

Is it possible for the ordinary, everyday school professional to keep up with all the federal and state retention laws?

State laws can be complex: For example, Texas laws cover 428 different document types and 114 different retention periods.

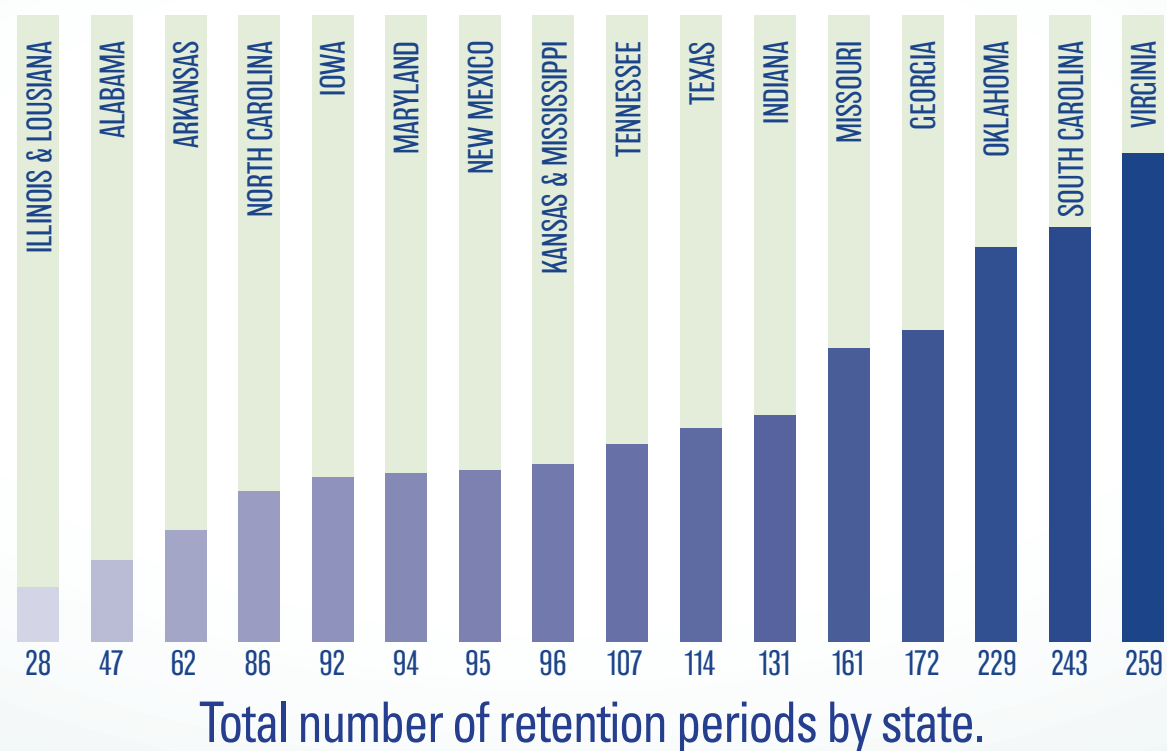


Many school systems resort to keeping documents permanently rather than risk misunderstanding the lengthy retention laws.



Many states require that records need to be kept 75 years.

The average school district has 134 different retention periods to adhere to.



430

DOCUMENTS



Some states have retention guidelines for over 430 different document types.



Do you really know which records to destroy and which to keep?

THERE'S A BETTER WAY.

While district officials can't track all the document types and retention periods, our technology can handle this task with relative ease, applying the same retention period over and over. With YellowFolder, your district can move to a paperless filing system and become fully compliant.



Find out more at yellowfolder.com or give us a call at 844.YELLOW4