

**June, 2007
School Storage Needs**

Attachment 2

School Department Record and Storage Needs

Fiscal Services	Student Records	
Fiscal Services	Financial Records	
School Board	Meeting Minutes	"Forever"
Assessment	Student Records, Portfolio Assessments	5 Years after Graduation
Instruction/Technology	Fiscal Records	5 Years
Superintendent	Archival Files	
Student Services	Student Information, IEP, etc	
Grants	Archival Files	5 Years

School Needs (Student and Fiscal Records)

High School	750 x 3 High Schools	2250 SF
Middle	500 x 4 Middle Schools	2000 SF
Elementary	400 x 16 Elementary Schools	6400 SF
COB	200 - Central Office	<u>200 SF</u>
		10,850

Albemarle HS Sample of Storage Needs

Guidance Record Storage for Each Year	
9	4 - Drawer File Cabinets
2	4 - Drawer File Cabinets
File Record Room	
	4 - Drawer File Cabinets
10	Previous 4 Years
10	Inactive
30	Office Storage (2)
Current Archival Storage	150 + 216 + 135 = 500 SF