



PURPOSE:

To provide an organizational schedule for paper and electronic file retention.

Administration

Annual Review		4 years
Contracts, Grants and Agreements		7 years after award or expiration of contract
Licensing		Permanent
	<i>Includes all material relating to accreditation and licensing to do business in a specific area.</i>	
Litigation		Permanent
Minutes:	Board of Directors & Committees	4 years
	Staff Meetings	2 years
	Miscellaneous	1 year
Program Reviews		4 years
Resale Daily Activity Reports		4 years

Correspondence

Complaints		While active
Board Correspondence		1 year
	<i>*unless subject matter of the file is otherwise covered by the retention schedule</i>	
General		1 year
News Releases and Publications		1 year

Employees

Disability Coverage Claims		5 years
EEO-1 Reports (Standard Form 100)		5 years
Employment Applications:	Hired	5 years after termination
	Not Hired	1 year
Employee Records		5 years after termination
	<i>Including but not limited to employment applications, education records, notices of changes of status, evaluations, awards, commendations, probationary reports, citations, correspondence and termination documents.</i>	
Employee Time Records		5 years after termination
	<i>Including weekly attendance reports, time sheets, absentee records, overtime records</i>	
Job Descriptions		Most current
Pension/Retirement Records		Permanent
Workers' Compensation Files		Permanent



Finance

Audit Reports	Permanent
Year End Internal Financial Reports	Permanent
Banking Authorizations	4 years
Account Reconciliations	7 years*
Bank Statements, Deposit Slips, Reconciliations	7 years*
Support for Cash Receipts	7 years*
Support for Expenditures	7 years*
Support for Journal Entries	7 years*
Support for Financial Statements	7 years*

* *If financials/taxes can be audited*

Insurance

Accident Reports	7 years after accident
<i>Includes all material relating to injuries received while on the job or at the facility.</i>	
Accident Reports – Vehicles	7 years
<i>Includes reports and claims against automobile accident and loss.</i>	
Automobile Loss Report Forms	7 years
<i>Includes all material relating to claims against automobile loss.</i>	
Automobile Insurance Claims	4 years
Employee Insurance Claims – Settled	5 years after employment
Insurance	Permanent
Insurance Administrator Files	7 years after end of employment
<i>Includes correspondence and reports on policies maintained for employees and claims for collection against these policies.</i>	
Insurance Files	7 years
Medical Plan	7 years after expiration
Thefts	4 years

Payroll

Payroll Change Notices	5 years after termination
Payroll Records	Permanent
Payroll Registers	Permanent
Payroll Records – Individual Earnings Sheet	Permanent
<i>Includes employee earning records, deductions, etc.</i>	
Payroll Register	Permanent
Forms:	
I-9 Forms	5 years after hire or 1 year after termination, whichever is longer
Withholding Allowance Certificates (W2s and W-4s)	5 years after termination
941 Forms	5 years
1099, W-3, 1096 Forms	5 years after termination
Time Cards – Employees	5 years after termination
Time Sheets – Employees	5 years after termination



Program		
General		4 years
Property and Equipment		
Blue Prints		Permanent
Equipment		4 years
Inspections		4 years
Insurance		Permanent
	<i>If separate from territorial insurance program – copy at risk management</i>	
Inventory		Most current
Property Loss Notices		7 years after settlement
Repairs		2 years or warranty period
	<i>Includes material relating to work done on buildings such as: work orders, work authorizations, invoices, etc.</i>	
Requisitions		4 years
	<i>Includes estimates and requisitions for material with job specifications.</i>	
Taxes		Permanent
	<i>Includes all material relating to taxes on property and equipment</i>	
Warranties		7 years after expiration
Publications		
Newsletters, pamphlets, brochures, etc.		Permanent
Statistical Reports:	Annual	7 years
	Monthly	2 years
Annual Reports		Permanent
Public Relations		2 years
Vehicles		
Automobile Requisitions/Repairs		4 years
Automobile Purchases		Until sale of vehicle
Gas Logs		2 years
Donor Receipt Tickets		4 years
Driver's Logs		2 years after approval or reimbursement
Shipping Manifests		2 years
Truck Files		4 years after sale
	<i>Includes correspondence, legal documents, maintenance, etc. on each truck.</i>	