



RECORDS RETENTION SCHEDULE

Accounts Payable Invoices and Vouchers	Retention schedules follow guidelines outlined in individual grant agreements
Accounts Receivable Invoices and Payments	Retention schedules follow guidelines outlined in individual grant agreements
Annual Reports	Permanent
Audit Reports	Permanent
Bank Statements and Reconciliations	Retention schedules follow guidelines outlined in individual grant agreements
Board Minutes	Permanent
Cost Allocation Plans	Permanent
Employee Exposure to Hazardous Materials	Permanent
Employee Files	7 years after termination with the exception of retirement plan records and employee exposure records
Employee Time Sheets and Leave Requests	Retention schedules follow guidelines outlined in individual grant agreements
Employment Applications	Retain with personnel file, if hired; others 1 year
Fixed Asset Inventory	Retention schedules follow guidelines outlined in individual grant agreements
General Correspondence	3 years
General Ledger	Retention schedules follow guidelines outlined in individual grant agreements
Grant Program Records – includes consumer and fiscal files	Retention schedules follow guidelines outlined in individual grant agreements
Insurance Policies and Records	3 years
Job Descriptions	Until superseded or classification is abolished
Leases - Equipment	Retention schedules follow guidelines outlined in individual grant agreements
Leases – Property and Building	Permanent
Payroll Records	Retention schedules follow guidelines outlined in individual grant agreements
Registers/Journals – Receipt, Vouchers/Disbursements, Payroll, General	Retention schedules follow guidelines outlined in individual grant agreements
Retirement Plan Records	Permanent as long as they are relevant to determination of benefit entitlements
Travel Expense Reports	Retention schedules follow guidelines outlined in individual grant agreements