



Records Retention Schedule

Current documents are stored electronically on site. Older documents are stored off-site in a secure, climate-controlled location.

Department Records	Retention Period
<p style="text-align: center;"><u>Administration</u></p> <ul style="list-style-type: none"> Board related items General administration files Public relations Levy information Grant applications Critical Correspondence 	<ul style="list-style-type: none"> Permanent Retained until no longer valuable Retained for up to 3 years then appraised for historical value Retained 10 years after election Approved – 6 years after expiration; Not Approved – 1 year Maintained 1 year after relevant decisions made
<p style="text-align: center;"><u>Preschool</u></p> <ul style="list-style-type: none"> Student Files/Assessments ODE Reports/Reviews LPDC Class Rosters/Program Calendars Attendance Reports 	<ul style="list-style-type: none"> Permanent Permanent Permanent Permanent 10 years
<p style="text-align: center;"><u>Early Intervention</u></p> <ul style="list-style-type: none"> EI Service Coordination/Delivery EI Grant Funding Records 	<ul style="list-style-type: none"> Until child's 9th birthday 5 years after grant period
<p style="text-align: center;"><u>Family Support Services</u></p> <ul style="list-style-type: none"> Participants' Files Financial Reports 	<ul style="list-style-type: none"> 7 years Permanent
<p style="text-align: center;"><u>Fiscal</u></p> <ul style="list-style-type: none"> Annual Budget Purchase Orders/Billing Fiscal Reports/Service Contract Capital Assets Records/Leases Medicaid Billing/Reports Employee Timesheets/Leave Transportation Reports 	<ul style="list-style-type: none"> 5 years 7 years after audit 7 years after audit 7 years after audit 7 years after audit Permanent 7 years after audit
<p style="text-align: center;"><u>Human Resources</u></p> <ul style="list-style-type: none"> Personnel Files Employment Applications Personnel/Board Policies BMV Driver's Abstracts 	<ul style="list-style-type: none"> Permanent 2 years 5 years after obsolete 1 year after termination
<p style="text-align: center;"><u>Major Unusual Incidents</u></p> <ul style="list-style-type: none"> MUI/UI Incidents 	<ul style="list-style-type: none"> 7 years
<p style="text-align: center;"><u>Service and Support Administration</u></p> <ul style="list-style-type: none"> Files/Info. of Individuals Served 	<ul style="list-style-type: none"> Permanent
<p style="text-align: center;"><u>Transportation/Maintenance</u></p> <ul style="list-style-type: none"> Vehicle/Grant Reports Attendance Reports Maintenance Reports Vehicle/Building Inspections Maintenance Contracts 	<ul style="list-style-type: none"> 7 years 7 years 1 year after vehicle sold Permanent 7 years and no longer of value