



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> Board Related Items General Administration Files Public Relations Levy Information Grant Applications Critical Correspondence	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>Children's Services</u></p> Student Files/Assessment ODE Reports/Reviews LPDC Class Rosters Attendance Reports	Permanent Permanent Permanent Permanent 10 years
<p style="text-align: center;"><u>Early Intervention</u></p> EI Service Coordination/Delivery EI Grant Funding Records	Until child's 9 th birthday 5 years after grant period
<p style="text-align: center;"><u>Family Support Services</u></p> Participants' Files Financial Reports	7 years Permanent
<p style="text-align: center;"><u>Fiscal</u></p> Annual Budget Purchase Orders/Billing Fiscal Reports/Service Contract Capital Assets Records/Leases Medicaid Billing/Reports Employee Timesheets/Leave Transportation Reports	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> Personnel Files Employment Applications Personnel/Board Policies BMV Driver's Abstracts	Permanent 2 years 5 years after obsolete 1 year after termination
<p style="text-align: center;"><u>Major Unusual Incidents</u></p> MUI/UI Incidents	7 years
<p style="text-align: center;"><u>Service and Support Administration</u></p> Files/Information of Individuals Served	Permanent
<p style="text-align: center;"><u>Transportation/Maintenance</u></p> Vehicle/Grant Reports Attendance Reports Maintenance Reports Vehicle/Building Inspections Maintenance Contracts	7 years 7 years 1 year after vehicle sold Permanent 7 years and no longer of value