



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><u>Administration</u> Board related items General administration files Public relations Levy information Grant applications Critical Correspondence</p>	<p>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>
<p><u>Early Intervention</u> EI Service Coordination/Delivery EI Grant Funding Records</p>	<p>Until child's 9th birthday 5 years after grant period</p>
<p><u>Family Support Services</u> Participants' Files Financial Reports</p>	<p>7 years Permanent</p>
<p><u>Fiscal</u> Annual Budget Purchase Orders/Billing Fiscal Reports/Service Contract Capital Assets Records/Leases Medicaid Billing/Reports Employee Timesheets/Leave Transportation Reports</p>	<p>5 years 7 years after audit 7 years after audit 7 years after audit 7 years after audit Permanent 7 years after audit</p>
<p><u>Human Resources</u> Personnel Files Employment Applications Personnel/Board Policies BMV Driver's Abstracts</p>	<p>Permanent 2 years 5 years after obsolete 1 year after termination</p>
<p><u>Major Unusual Incidents</u> MUI/UI Incidents</p>	<p>7 years</p>
<p><u>Service and Support Administration</u> Files/Information of Individuals Served</p>	<p>Permanent</p>