

General Administration

RECORD SERIES TITLES	RETENTION PERIOD
AGREEMENTS AND CONTRACTS	15 YEARS
ANNUAL REPORTS	PERMANENT
APPLICATIONS FOR EMPLOYMENT	1 YEAR
CORRESPONDENCE	1-5 YEARS, AT DISCRETION OF OFFICE
DAILY ACTIVITY REPORTS	5 YEARS
DAILY COMPLAINT LOGS	2 YEARS
EQUIPMENT INVENTORIES	3 YEARS
GRANT RECORDS	5 YEARS
INSURANCE POLICIES	5 YEARS, PROVIDED ALL CLAIMS SETTLED
LEAVE RECORDS	5 YEARS
LEGAL OPINIONS	UNTIL SUPERSEDED
MINUTES OF THE BOARD OF HEALTH	PERMANENT
MINUTES OF THE DISTRICT ADVISORY COUNCIL	PERMANENT
PERSONNEL FILES	PERMANENT
REQUEST FOR BIDS	3 YEARS, PROVIDED AUDITED
REQUEST FOR PROPOSALS	3 YEARS, PROVIDED AUDITED
REQUEST FOR QUOTES	3 YEARS, PROVIDED AUDITED
REGULATIONS/DIRECTIVES/POLICIES/RULES	UNTIL SUPERSEDED, THEN RETAIN ONE COPY
UNEMPLOYMENT RECORDS	5 YEARS, PROVIDED AUDITED
TRAINING FILES	6 YEARS AFTER TERMINATION OF EMPLOYEE
WORKERS COMPENSATION CLAIMS	10 YEARS AFTER FINAL PAYMENT
TRANSIENT RECORDS	UPON LOSS OF ADMINISTRATIVE VALUE