



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, Ohio 43211-2474

OHIO HISTORY CONNECTION

1 of 12

FEB 25 2020

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www.ohiohistory.org/lgr

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Greene County Vocational School District

(Local Government Entity)

(Unit)

Eva Anderson

Eva Anderson Treasurer

2/25/2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

Greene County Vocational School District

Records Commission

937-372-6941

(Local Government Entity)

(Telephone Number)

2960 W Enon Road

Xenia

Ohio

Greene

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

eanderson@greeneccc.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Eva Anderson

2/25/2020

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Amy Hickey

Govt. Rec. Archivist

3/2/20

Signature

Title

Date

### Section D: Auditor of State

Martin E. Murr

Records Mgr

3-26-2020

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

**RECORDS RETENTION SCHEDULE (RC-2) - Part 2**

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**Section E: Table of Records to be Disposed**

Greene County Vocational School District

(Local Government Entity)

(Unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1101	Minutes the official record of the proceedings of a meeting	Permanent	Hard Copy and or Electronic File		<input checked="" type="checkbox"/>
1102	Blueprints, Plans, Maps Building construction documents and plans	Permanent or until sale/disposition or demolition of property	Hard Copy and or Electronic File		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases, Abstract Official documents of property ownership	Permanent	Hard Copy and or Electronic File		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies A course of action/guidelines adopted and pursued by the board of education.	1 year after superceded	Electronic File		<input type="checkbox"/>
1105	Administrative Guidelines - Rules to enforce policies established and pursed by the Board of Education.	1 year after superceded	Electronic File		<input type="checkbox"/>
1106	Court Decisions- A written/official decision made by the court system.	Permanent	Hard Copy and or Electronic File		<input checked="" type="checkbox"/>
1107	Claims and Litigation-Legal suits of property, auto, personal and/or general liability against the district or individual/organization (vendor or contractor)	Permanent	Hard Copy and or Electronic File		<input checked="" type="checkbox"/>
1201	Elections-All documentation required to be filed with the Board of Elections, County Auditor, Etc. to place an issue on the ballot.	7 years	Hard Copy and or Electronic File		<input type="checkbox"/>
1202	Record Disposal Forms (RC-3)-Records listed as a disposal form and sent to the Ohio Historical Society/Auditor of State's office for their approval to dispose of records.	7 years	Hard Copy and or Electronic File		<input type="checkbox"/>
1203	Records Commission - Records Disposal-Records listed as a one time disposal form and sent to the Ohio Historical Society/Auditor of State's office for their approval to dispose of records.	7 years	Hard Copy and or Electronic File		<input type="checkbox"/>
1301	Worker's Compensation Claims-Claims that document an injury to an employee of the district.	7 years after Financial Payment made	Hard Copy and or Electronic File		<input type="checkbox"/>

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1302	Bank Depository Agreements-A signed agreement between the bank and district to deposit funds into the bank.	4 years after completion	Hard Copy and or Electronic File		<input type="checkbox"/>
1304	Board Meeting Notes-Notes taken during the board meeting by the Treasurer.	1 year	Hard Copy and or Electronic File		<input type="checkbox"/>
1305	Agendas-An outline of listing of approval items for the board of education to approve.	1 year	Hard Copy and or Electronic File		<input type="checkbox"/>
1401	Adopted Courses of Study-Curriculum approved by the Board of Education.	Until Superseded	Hard Copy and or Electronic File		<input type="checkbox"/>
1402	Adopted Special Education Program-Special Education Programs approved by the Board of Education.	Until Superseded	Hard Copy and or Electronic File		<input type="checkbox"/>
1403	Adopted Special Programs-Special programs approved by the Board of Education	Until Superseded	Hard Copy and or Electronic File		<input type="checkbox"/>
1420	Email	1 Year	Electronic File		<input type="checkbox"/>
2101	Certificated Employees (includes employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file)	Permanent	Hard Copy and or Electronic File		<input type="checkbox"/>
2102	Classified Employees (includes employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file)	Permanent	Hard Copy and or Electronic File		<input type="checkbox"/>
2108	Substitute Records-Personnel records of substitutes	25 years	Hard Copy and or Electronic File		<input type="checkbox"/>

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2302	Professional Conference Applications-Applications to attend conferences/seminars.	2 years	Electronic File		<input type="checkbox"/>
2303	Irregular Employee Contracts (Substitutes, etc.)- Limited contracts for temporary staff on an as needed basis.	4 years after contract expires	Hard Copy and or Electronic File		<input type="checkbox"/>
2306	Applications (not hired)-Employment applications completed by the general public interested in obtaining employment with the district.	2 years	Hard Copy and or Electronic File		<input type="checkbox"/>
2308	Student Helper Application-Applications submitted by students who are seeking employment with the district.	2 years	Hard Copy and or Electronic File		<input type="checkbox"/>
2309	Teacher Personnel Reports (internal)-Personnel reports on teachers maintained by their direct supervisor.	Fiscal year plus 1 year	Hard Copy and or Electronic File		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms Required documents to be completed by new employees to work at the district	Termination of employment plus 1 year	Hard Copy and or Electronic File		<input type="checkbox"/>
2401	Job Descriptions A listing of responsibilities/duties of a specific job.	Until Superceded or Obsolete	Hard Copy and or Electronic File		
3101	Student Records Folders Grades/Transcripts	Permenent	Hard Copy and or Electronic File		
3102	Student Enrollment/Withdrawal information, attendance records, home schooled, gifted and special services-student records	7 Years	Hard Copy and or Electronic File		
3201	Health/Medical Records, Visual Screening, Hearing Screening and Immunization Records	Through graduation	Hard Copy and or Electronic File		
3202	Discipline Records/Letters to Parents/Office Discipline	Until Student Leaves	Hard Copy and or Electronic File		
3204	Child Abuse/Neglect Referral Letters	Through graduation	Hard Copy and or Electronic File		

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Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
3301	Teacher Grade Books/Records	3 years	Electronic File		
3304	Accident Reports Bodily injury to individuals on District owned property	5 years provided no action pending	Hard Copy and or Electronic File		
3305	Individual Educational Plan (IEP)	7 years	Hard Copy and or Electronic File		
3306	Free/Reduced Price Lunch Applications submitted to the district to determine if they meet the requirements for free or reduced lunch.	4 years	Hard Copy and or Electronic File		
3401	Emergency Information Student medical emergency information used in case the district needs to contact parent or guardians	Until Superseded, Student Graduates, or withdraws	Hard Copy and or Electronic File		
4202	Tornado and Fire Drill Records of dates the district conducted/practiced tornado and fire drills	1 year	Hard Copy and or Electronic File		
4203	Building Health Inspections by the county health department to ensure the district is compliant with all health regulations	1 year	Hard Copy and or Electronic File		
4302	Receipts/Deposit Slips stamped by the bank indicating that funds were deposited into the bank. Receipts include the deposit slip and all supporting documentation for the deposit including the account code the funds were charged to.	4 years	Electronic File		
4401	Textbook/Workbook Inventory Listing of textbooks including title and quantity	Until Superseded	Hard Copy and or Electronic File		
4403	Student Handbooks Directory Information, rules and code of conduct, etc.	Until Superseded	Electronic File		
5201	School Calendars A listing of days that school will be in session or not in session (holidays, summer/winter/spring break)	5 years	Hard Copy and or Electronic File		
5221	Special Education Tutoring Reports that document tutoring sessions with special needs students.	7 Years	Hard Copy and or Electronic File		
5223	Psychological Records (Restricted) records of students identified with mental illness.	Through graduation	Hard Copy and or Electronic File		
5261	Food Service Records: Menus, Food Production, Milk Sold, Students Served	4 years	Hard Copy and or Electronic File		

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5262	Lunchroom Records: Cash Register Tapes, Cashier's Daily Reports	4 years	Hard Copy and or Electronic File		
5263	Lunch Room Reports (Free and Reduced) Daily reports that list students who received free or reduced meals	4 years	Hard Copy and or Electronic File		
5301	Repair, Installation and Maintenance Records of district property that needs repaired or general maintenance.	4 years	Hard Copy and or Electronic File		
5303	Rental Information (Use of Facilities) Information from those individuals or groups to rent the districts facilities	4 years	Hard Copy and or Electronic File		
5304	Work Orders Requests for repairs needed to equipment	4 years	Hard Copy and or Electronic File		
5305	Environment Reports and Data (Asbestos, etc.) Reports that document proper removal or containment of asbestos or other hazardous materials	4 years	Hard Copy and or Electronic File		
5306	Vandalism Reports of property vandalism	4 years	Hard Copy and or Electronic File		
5308	Sales Potential Forms An estimate of expenditures and revenues to generate funds for a specific purpose	4 years	Hard Copy and or Electronic File		
5309	Bids and Specifications Within a Bldg. or Department (Unsuccessful)-Quotes from vendors for services or goods to be sold to the district	1 year	Hard Copy and or Electronic File		
5310	Bids and Specifications Within a Bldg. or Department (Successful) Quotes from vendors for services or goods to be sold to the district	4 years after completion of project	Hard Copy and or Electronic File		
5311	Contractor Files-A file of documentation and communications with contractors to perform services and or supply goods to the district-change orders, notice of commencements, etc.	Until Project Complete, if no Action Pending	Hard Copy and or Electronic File		
5340	Driver Physical-Physical Records of those authorized to drive a bus or van.	2 years after termination	Hard Copy and or Electronic File		
5341	Fuel Consumption Data Records of fuel usage	4 years	Hard Copy and or Electronic File		

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5342	Transportation Records of usage of vans or other transportation types, including Field Trip and Volunteer Driver forms.	4 years	Hard Copy and or Electronic File		
5401	Preventive Maintenance Report Records of general preventative maintenance of building equipment	Fiscal year plus 2 years	Hard Copy and or Electronic File		
5402	Warranty/Guarantee Equipment or mechanical system warranties for maintenance and or repairs.	Life/Warranty of Equipment	Hard Copy and or Electronic File		
5403	Property and Equipment Inventory Fixed asset listing of all equipment and property of district that is valued at \$5,000 or more.	Until Superseded	Hard Copy and or Electronic File		
5442	Vehicle Registration The registration of each vehicle with the state of Ohio	Life of Vehicle/	Hard Copy and or Electronic File		
5443	Vehicle License The licensee of each vehicle with the state of Ohio	1 year after termination	Hard Copy and or Electronic File		
5444	Abstracts-Listing of driver's licenses and violations of each potential driver including driver certifications.	1 year	Hard Copy and or Electronic File		
5445	Driver Certifications Category of vehicle types the driver is permitted to operate	1 year	Hard Copy and or Electronic File		
5446	Transportation Supplies Inventory of supplies for vehicles	Until Superseded	Hard Copy and or Electronic File		
5447	Vehicle Defect Report Maintenance/repair record for each vehicle.	Life of Vehicle	Hard Copy and or Electronic File		
5461	Lunchroom Lists (Free and Reduced) Database of students who qualify for free or reduced lunch	7 years	Hard Copy and or Electronic File		
5462	Inventories Listing of items and quantities on hand available for use.	Until Superseded	Hard Copy and or Electronic File		
5463	Lunchroom License Health department permit to operate a lunchroom	1 year after termination	Hard Copy and or Electronic File		

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6101	Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Accounts Report Financial Summary Detail Reports	5 years	Hard Copy and or Electronic File		
6102	Activity Fund Cash Journal and Ledger	5 years	Electronic File		
6103	Bond Register Transaction history of bonds issued and retired for permanent improvement projects. Typically backed by a bond issue levy passed by the citizens of the district.	20 years after issue expires	Hard Copy and or Electronic File		
6104	Securities-A security is a negotiable financial instrument representing financial value.	Permanent	Hard Copy and or Electronic File		
6202	Foundation Distribution Monthly disbursements from the state to assist in funding schools. (State subsidy)	5 years	Hard Copy and or Electronic File		
6203	Tax Settlements (Semi-Annual) and Advances	5 years	Hard Copy and or Electronic File		
6204	Budgets (Annual) Anticipated projections for the fiscal year that are approved by the board of Education.	5 years	Hard Copy and or Electronic File		
6205	Insurance Policies	10 years after expiration	Hard Copy and or Electronic File		
6206	Contracts A legal agreement between vendor(s) and the Board of education for a specified amount to purchase goods or services.	10 years after Expiration	Hard Copy and or Electronic File		
6208	Accounts Payable Ledgers A transaction history of expenditures paid throughout a fiscal year	5 years	Electronic File		
6209	Accounts Receivable Ledgers A transaction history of revenues received throughout a fiscal year.	5 years	Electronic File		
6210	Budget Work Papers	5 years	Hard Copy and or Electronic File		



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6211	Vouchers, Invoices and Purchase Orders	10 Years	Hard Copy and or Electronic File		
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, Etc.	7 Years	Hard Copy and or Electronic File		
6213	Federal Program Files Title I, II, III, IV-B, IV-C & VI-B, Chapter 1, 2; Drug Free Etc.	7 Years	Hard Copy and or Electronic File		
6214	Travel Expense Vouchers	7 Years	Electronic File		
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	7 years	Hard Copy and or Electronic File		
6216	State Reimbursement Settlement Sheets An itemized listing of revenues and expenditures disbursed to or on behalf of the district.	5 years	Hard Copy and or Electronic File		
6217	Unemployment Claims	5 years	Hard Copy and or Electronic File		
6218	Employee Bonds, Board Member Bonds-A performance/surety bond that covers employers from losses from dishonest and/or negligent actions of their employees.	5 years	Hard Copy and or Electronic File		
6219	Certificate of Estimated Resources	5 years	Hard Copy and or Electronic File		
6220	Appropriation Resolutions A listing of anticipated budgets for each fund that are approved by the Board of Education.	5 years	Hard Copy and or Electronic File		
6222	Tax Apportionments Taxes allotted to each parcel.	5 years	Hard Copy and or Electronic File		
6301	Bank Statements	4 years	Hard Copy and or Electronic File		
6302	Publication Notices Legal notices advertised in the newspaper	4 years	Hard Copy and or Electronic File		
6303	Student Fees	4 years	Hard Copy and or Electronic File		
6304	School Finance (S.F.) Monthly Statements of revenues and expenditures by fund.	2 Years	Electronic File		

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6305	Investment Records (May include individual record of investments, bank confirmations, wire transfers, copy of CD, etc.)	4 years	Hard Copy and or Electronic File		
6307	State Sales Tax Reports	4 years	Hard Copy and or Electronic File		
6308	Student Activity Fund: (Pay-ins, Pay-outs, Receipts/Deposits Cancelled Checks, Reports)	4 years	Hard Copy and or Electronic File		
6309	Student Activity Fund: Budgets, Purpose, Evaluation	4 years	Hard Copy and or Electronic File		
6310	Check Registers Listing of all checks issued for a specific time frame	4 years	Electronic File		
6312	Bids and Specifications (Unsuccessful & successful) Listing of quotes from vendors to provide services or goods to the district	4 years	Hard Copy and or Electronic File		
6313	Receipt Books	4 years	Hard Copy and or Electronic File		
6315	Monthly Financial Reports	4 years	Electronic File		
6317	Service Contracts A legal agreement between vendor(s) and the Board of Education for a specified amount to purchase goods or services.	4 years	Hard Copy and or Electronic File		
6318	State Subsidy Requests - Applications for driver education, pupil transportation, special education, etc.	3 years	Hard Copy and or Electronic File		
6319	Delivery/Packing Slips Proof of delivery of goods to the district	1 year	Hard Copy and or Electronic File		
6401	Requisition Request for goods or services by employees of the district	1 year	Electronic File		
7101	Payroll Ledgers -Quarterly & Annual Payroll Reports	Permanent	Electronic File		
7102	Earnings Registers by staff members by calendar year	Permanent	Hard Copy and or Electronic File		
7103	Monthly Payroll Reports - Leave usage and accumulation, retirement service, etc.	Permanent	Hard Copy and or Electronic File		
7201	Bureau of Employment Service Quarterly Reports	7 years	Hard Copy and or Electronic File		

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7301	W-2's, W-4's (Employer copy)	6 years and Current	Electronic File		
7302	Federal Income Tax (Quarterly/Annual)	6 years and Current	Hard Copy and or Electronic File		
7303	Ohio Income Tax (Monthly/Annual)	6 years and Current	Hard Copy and or Electronic File		
7304	City Income Tax (Monthly/Annual)	6 years and Current	Hard Copy and or Electronic File		
7305	School Income Tax (Monthly/Annual)	6 years and Current	Hard Copy and or Electronic File		
7306	Payroll Reports - reports used for each payroll computer generated.	4 years	Electronic File		
7307	Payroll Update Listing of updated information in the computer system. Audit reports	4 years	Electronic File		
7308	Payroll Calculations	4 years	Hard Copy and or Electronic File		
7309	STRS & SERS Waivers	4 years	Hard Copy and or Electronic File		
7310	SERS & STRS Reports	4 years	Hard Copy and or Electronic File		
7313	Deduction Reports	4 years	Hard Copy and or Electronic File		
7314	Employee Request and/or authorization for leave forms (sick, vacation, personal or other leave)	4 years	Electronic File		
7315	Deduction Reports - Voluntary deduction reports	4 years	Hard Copy and or Electronic File		
7316	Employee Vacation/Sick Leave Records	4 years	Electronic File		
7317	Time Sheets	4 years	Hard Copy and or Electronic File		
7318	Overtime Authorization	4 years	Hard Copy and or Electronic File		
7319	Employee Insurance Bills - Medical, Dental, Vision and Life	4 years	Hard Copy and or Electronic File		

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7323	Paycheck Register	4 years	Hard Copy and or Electronic File		
7324	Payroll Bank Statement	4 years	Hard Copy and or Electronic File		
7401	Deduction Authorization-Employee's authorization to deduct funds from payroll checks (health insurance premiums, union dues, etc.)	Until Superseded or Employee Terminated	Hard Copy and or Electronic File		
8201	State Audit Reports	5 years	Hard Copy and or Electronic File		
8202	Annual fiscal year end closing reports and annual financial reports.	5 years	Hard Copy and or Electronic File		
8204	School Finance (S.F.) Reports - monthly/annual	5 years	Electronic File		
8205	Special Education (S.E.) Reports - monthly/annual	7 years	Hard Copy and or Electronic File		
8211	Civil Rights Reports (reports filed for violations, etc.)	7 Years after termination of employment or case closed, whichever is later	Hard Copy and or Electronic File		
8212	Title IX Reports (Discrimination regarding sex, equality etc. reports)	7 years	Hard Copy and or Electronic File		
9101	Personnel Directory	7 years	Hard Copy and or Electronic File		
9203	Building, Boiler, Maintenance Reports	2 years	Hard Copy and or Electronic File		
9402	Employee Handbooks	Until Superseded	Hard Copy and or Electronic File		
9405	Health Reports	2 years	Hard Copy and or Electronic File		