

## General Schedule

*This schedule applies to records in all formats*

| item # | Record Title  | Description  | Retain in Office | Retain in Archives | Total   | Comments  |
|--------|---|--|------------------|--------------------|---------|---|
| 1      | Administrative Files, routine                             | A) Calendars, diaries, employment applications and related correspondence (including internship and volunteer applications), inventories of supplies and equipment, leave applications, mailing lists, personnel files, phone logs, purchase orders for routine purchases, requests for service, research materials, supply/vendor catalogs, telephone directories, time cards and sheets, training files, travel vouchers | A                | 0                  | A       |   |
|        |   | B) Budget working papers and details   | 7 Years          | 0                  | 7 Years |   |
| 2      | Annual Reports for your department                        | Detailed unpublished reports including statistics, program summaries, and quarterly reports  | 5 years          | P                  | P       |   |
| 3      | Grant Administrative Files for grants received            |  | A + 5 years      | P                  | P       |   |
| 4      | Minutes and related materials prepared by your department | Includes staff meeting minutes and agendas   | A + 2 years      | P                  | P       | Discard informational copies of meeting minutes and related materials NOT created by your department when they are no longer useful |
| 5      | Policy Statements and Procedure Manuals                   |  | A                | P                  | P       |   |