

## Cedarville Firemen's Association – Record Retention Schedule - 2016

### Schedule Number

### Record Title and Description

### Retention Period

16-1

#### **Agendas and Meeting Notices**

Retain for two years.

16-2

#### **Audit Reports**

Federal, state, and internal

Retain for five years.

16-3

#### **Black Forms**

Obsolete, unneeded, or superseded forms stock.

Destroy within thirty days after obsolescence.

16-4

#### **Treasurer's Report**

Working papers and copies of the Treasurer's documents presented to the Association

Retain for seven years.

16-5

#### **Bulletins, Posters, and Notices**

Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations

Destroy as soon as determined by the office to have no more value.

16-6

#### **Computer Forms and Disk Copies**

Office copies of computer data entry forms, floppy disks, tapes, cards, etc., used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form in paper reports, computer output microfiche, or online. **Does not include copies retained primarily as backup or security copies.**

Destroy or erase as soon as determined by the office to have no more value, provided that the official copy of the record is retained for the applicable retention period.

16-7

**Computer Hardware and Software Documentation**

Written documentation of computer hardware specifications, maintenance requirements, computer applications programs, software manuals, and other hardware or software documentation necessary to operate computer equipment or programs and to access or retrieve stored information or data. Documentation may be in paper or electronic format.

Destroy once the computer equipment or software is no longer used or needed to retrieve or store data.

16-8

**Contracts**

Duplicate copies of legal contracts, retained by offices for reference purposes. **Does not include the original township contracts held by the Cedarville Township.**

Retain for the duration of the contract.

16-9

**Correspondence**

General correspondence of a routine nature, including copies of outgoing correspondence maintained for reference purposes.

Retain from one to five years at the discretion of the Association officers.

16-10

**Drafts, Informal Notes, and Working Papers**

Including memoranda, telephone, and electronic messages, used in lieu of oral communication, or to prepare Association records.

Destroy or erase as soon as determined by the office to have no more value.

16-11

**Duplicate Records**

Internally duplicated records created for administrative convenience or reference only, where originals are held by another office

Destroy as soon as determined by the office to have no more value.

16-12

**Electronic Mail (e-mail) Messages**

E-mail is not a record series. It is an electronic method for sending messages, both official records and non-records. **Retain according to content. Association records should be electronically filed or printed to paper and retained as part of the appropriate record series.**

Retain for the retention period of the appropriate record series.

16-13

**Equipment Inventories**

Office copies.

Retain for three years.

16-14

**Equipment Maintenance Records**

Files documenting ownership, warranties, routine maintenance, and repair of Association owned equipment.

Retain until the equipment is sold or otherwise disposed of.

16-15

**Leave Requests**

For sick leave, maternity leave, or other approved leave of absence.

Retain for three years.

16-16

**Minutes of Administrative Meetings**

Meetings of Association meetings, Executive Committee meetings, and any other official working meeting.

Retain the definitive copy maintained by the group's designated recorder permanently (if the meeting group develops policies, procedures, work plans, or programs).

16-17

**Personal Property**

Employees' copies of personal material, certificates, training documentation, etc.

Destroy as soon as determined by the Association or employee to have no more value.

16-18

**Personnel Files**

Office copies of personnel files on individual employees, containing any of the following: applications, personnel actions, performance evaluations, disciplinary or grievance documentation, documentation of training received, or other documentation relating to the person's employment history.

Retain for ten years following the termination of employment.

16-19

### **Policy and Procedures Manuals**

Manuals or directives establishing Association policies or procedures.

Retain the definitive copy, including all superseded versions, permanently. Retain all reference copies until superseded.

16-20

### **Pre-Employment Applications**

For unsuccessful applicants, who are not voted onto Probationary Member status.

Retain for six months, provided there are no pending complaints or litigation.

16-21

### **Professional Association Records**

Individual membership records.

Destroy as soon as determined by the individual to have no more value.

16-22

### **Public Records Requests**

Office copies

Retain for three years.

16-23

### **Publication Stock**

Stocks of various publications and printed brochures created or received.

Destroy within thirty days after obsolescence, except retain one copy of office publications for the archive.

16-24

### **Records Retention Schedules**

Copies of schedules approved by the Association.

Retain until superseded.