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PART 2: FINANCIAL RECORDS

Retention Notes: AUDIT REQUIREMENTS - Most local governments are required by state law to conduct annual or biennial audits of their records and accounts. These audit requirements were taken into account in setting the retention periods in this schedule. The following retention rules also apply:

- 1) In any local government for which there is 5(he)1o7r7

GR1025-10	Charge Schedules and Price Lists		
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Section 2-2: Accounting Records

PART 3: PERSONNEL AND PAYROLL RECORDS

Retention Notes: a) FEDERAL RETENTION REQUIREMENTS - Federal retention periods for personnel and payroll records ow 467..044 Tw44 Tf0-RT4.66 0 Td86.6(N)18.1(n)-209(y)-12.9(o) Tw

e) **DEFINITION OF EMPLOYEE** - For the purposes of this part, the term “employee” also includes elected or appointed officials of a local government who are paid wages or a salary from any funds of the local government and anyone voluntarily working or not receiving payment or compensation for working.

Section 3-1: Personnel Records

GR1050-01a	Affirmative Action Plans		GR1050-01b	Affirmative Action Plans
GR1050-02	Aptitude and Skills Test Records		GR1050-02a	Aptitude and Skills Test Records
GR1050-02b	Aptitude and Skills Test Records		GR1050-02c	Aptitude and Skills Test Records
GR1050-02d	Aptitude and Skills Test Records		GR1050-03	Awards and Commendations
GR1050-04	Certificates and Licenses		GR1050-05	Conflict of Interest Affidavits
GR1050-06a	Counseling Program Records		GR1050-06b	Counseling Program Records

GR1050-07



GR1050-37	Employee Acknowledgement Forms		GR1050-38	Unsolicited Resumes
GR1050-39	Volunteer Service Files			

Section 3-2: Payroll Records

Retention Note: OTHER ACCOUNTING RECORDS - This section supplements Section 2-2 and schedules financial and accounting records found in most local governments specific to the disbursement of payroll. If a payroll-related record is not scheduled in this section, use Section 2-2 for the comparable record; e.g., payroll fund reconciliations should be retained for FE + 5 years under the retention for Banking Records (see item number GR1025-28).

Section 4-2: Facility, Vehicle, and Equipment Management Records

GR1075-15	Accident and Damage Reports (Property)		GR1075-16a	Construction Project Records
GR1075-16b	Construction Project Records		GR1075-16c	Construction Project Records
GR1075-18	Maintenance, Repair, and Inspection Records		GR1075-18a	Maintenance, Repair, and Inspection Records
GR1075-18b	Maintenance, Repair, and Inspection Records		GR1075-19	Service Requests/Work Orders (for repairs and maintenance to facilities, vehicles, or equipment)
GR1075-20	Usage Reports		GR1075-20a	Usage Reports - Reports of usage of facilities, vehicles, and equipment

GR1075-20b Usage Reports -

Section 4-4: Workplace Safety Records

GR5750-01	Blood borne Pathogen Training Records	GR5750-02	Facility Chemical Lists
GR5750-04	Hazardous Materials Training Records Re-training	GR5750-05	Material Safety Data Sheets (MSDS)n9-5n