

**OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE  
RECORDS RETENTION SCHEDULE**

**4041P**

<u>RECORD TITLE</u>	<u>RETENTION</u>
Accounts Payable Control Sheets	Until end of fiscal year
All Voucher Forms	7 years
Annual Report	7 years
Application for Duplicate Instrument	7 years
Affidavit	
Application for Employment	Hired – 7 years; Nonhired – 2 years
Apportionment	7 years
Authority to Withhold Payroll Warrant	1 year
Bank Statements	Until after audit
Bids and Formal Quotes	7 years
Board Minutes and Resolutions	Permanent
Budget Work Papers	2 years
Building Specifications	Duration of Project Duplicates should be kept indefinitely
Canceled Warrants/Checks	7 years
Cash Receipts Transmittal Forms	7 years
Check Register	7 years
Copy Machine Reading	1 year
County Treasurer Reports	7 years
Deposit Slips	Until after audit
District Federal Income Tax Forms	4 years
District Invoices (A/R)	7 years
Employee Absence Record	7 years
Employee Personnel File	7 years after termination
Employment Evaluation Interview Forms	2 years
Employment Requisition Form	2 years
Engineering/Architectural Plans	Duration of Project Duplicates should be kept indefinitely
Equal Opportunity Employment Inquiry Forms	Original – 2 years after hiring for duration of employment
Final Budget	Until after audit
Fire Extinguisher Record of Inspection	Until superseded
Garnishments	1 year after removal of garnishment
General Correspondence	2 years
General Ledgers	7 years
Grant Claims Documents	5 years after date of final payment
Health Insurance Listings, Costs	7 years
Insurance Report incl inventory	3 years
Labor & Industries Claim Forms	5 years
Monthly Transmittals	7 years

Operating Manuals	Duration of Project Duplicates should be kept indefinitely
Payroll computer Feeder Reports	1 year
Payroll Deduction Requests	Until termination or until superseded (3 years suggested)
Performance Evaluation Form	While employed
Personal Services Contract	7 years after completion of contract
Personnel Pay History Record	Permanent
Policy and Procedural Directives	Permanent
Preliminary Budget	Until adoption of Final
Principal Federal Income Tax Forms	4 years after termination of employment
Purchase Orders	7 years
Retirement System Forms	7 years
State Auditors Report	5 years
Student Accident Report	3 years or 2 yrs after student is 18
Tax Sheltered Agreements	4 years after expiration of agreement
Time Sheets/Time Cards	7 years
Travel Advance Request	7 years
Travel and Expense Claims	7 years
Warrant Registers	7 years