

Systems Record Retention for IT Employees

(Non-Managers)

Correspondence:

- Correspondence – General (Includes Email, memos, etc.) 2 years
Note: includes all file retention including: archived, .pst, .ost files
- Correspondence – significant (e.g., legal issues): Indefinitely
- Voicemail Active voicemail only
- Project files/general files (not identified elsewhere) Only keep what you will reasonably need

Payroll/Expense Reports:

- Time cards: This year plus 4 years
- Expense reports batches: This year plus 4 years

Vendor Agreements & Payables:

- Check requests/ Accounts Payable Invoices This year plus 4 years
- Contracts/Agreements (commercial or governmental): While active plus 4 years
- Licensing agreements: While active plus 6 years

Recruiting and Employee Records:

- Advertising for job openings (for closed positions) None (do not retain)
- Job applications, resumes, employment inquires (not hired) None (do not retain)
- Job descriptions (for closed positions) None (do not retain)
- Job orders submitted to an employment agency(for closed positions) None (do not retain)
- Personnel files None (give to Manager)

Signature:  Date: 04/01/2015

Name: Eric Baudern

Return this form to Priscilla Ashley

**PLEASE NOTE: DO NOT DELETE OR SHRED ANY DOCUMENT IN QUESTION.
IF YOUR DEPARTMENT IS UNSURE ABOUT A DOCUMENT'S DELETION DATE, PLEASE CONSULT LEGAL BEFORE DELETION.**