RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
Department of Business Services	Financial and Human Resources Database	Business Management Planning	**5 yrs. and until all audit requirements are met**
Department of Business Services	Employee Time and Attendance Database	Business Management Planning	**5 yrs. and until all audit requirements are met**
Department of Business Services	Correspondence File	Business Management Planning	**3 yrs. And until all audit requirements are met**
Department of Business Services	Financial and Human Resources Database	Business Management Planning	**5 yrs. and until all audit requirements are met**
Department of Business Services	Employee Time and Attendance Database	Business Management Planning	**5 yrs. and until all audit requirements are met**
Department of Business Services	Correspondence File	Business Management Planning	**3 yrs. And until all audit requirements are met**
Department of Business Services	Financial and Human Resources Database	Business Management Planning	**5 yrs. and until all audit requirements are met**
Department of Business Services	Employee Time and Attendance Database	Business Management Planning	**5 yrs. and until all audit requirements are met**
Department of Business Services	Correspondence File	Business Management Planning	**3 yrs. And until all audit requirements are met**

Revised: 02/18/09
Revised: 08/25/10
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