



Lakemary Center, Inc.

Record Retention Schedule – Table of Contents

General Guidelines for Retention of Records.....1

Specific Functional Areas:

Accounting.....5

Administration – CEO8

Administration – CFO.....11

Adult Day Services – General13

Adult Health Services15

Adult Recreation17

Adult Residential – Johnson County.....18

Adult Residential – Miami County19

Adult Staff Development20

Food Service21

Employee Relations22

Information Technology23

Medical Records24

Property Management.....25

Risk Management27

Shared Family Living28

Targeted Case Management.....29

Outpatient.....30

Transportation31

Records Retention Schedule

Originated: prior to 2006

Reviewed:

Revised: 12/24

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Lakemary Center, Inc.

General Guidelines for Retention of Records

PURPOSE:

These guidelines cover all documents (including e-mail messages and electronic documents) created or received by Lakemary Center, Inc., LMC Developmental Services, Inc., and Lakemary Center Homes, Inc. The guidelines are designed to ensure compliance with federal and state laws and regulations, to reduce the risk of accidental destruction of records earlier than intended, and to facilitate operations by promoting efficiency and freeing up valuable storage space.

Unless a specific federal or state law provides for a longer or shorter retention period than the ones specified below, Lakemary Center follows the general document retention guidelines outlined below to the extent feasible. However, no adverse inference is to be drawn from an inadvertent failure to retain a document in accordance with the guidelines below. Documents that are not listed below but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

CORPORATE RECORDS

Annual reports to Secretary of State	Permanent
Articles of incorporation	Permanent
Board meeting and board committee minutes	Permanent
Board policies and resolutions	Permanent
Bylaws	Permanent
Construction documents	Permanent
Fixed asset records	Permanent
IRS application for tax-exempt status	Permanent
IRS determination letter	Permanent
State sales tax exemption letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

ACCOUNTING AND CORPORATE TAX RECORDS

Annual audits and financial statements	Permanent
Depreciation schedules	Permanent
IRS form 990 information returns	Permanent

General ledgers	7 years
Business expense records	7 years
IRS forms 1099	7 years
Journal entries	7 years
Invoices	7 years
Sales records	5 years
Petty cash vouchers	3 years
Cash receipts	3 years
Credit card receipts	3 years

BANK RECORDS

Check registers	7 years
Bank deposit slips	7 years
Bank statements and reconciliations	7 years
Electronic fund transfer documents	7 years

PAYROLL AND EMPLOYMENT TAX RECORDS

Payroll registers	Permanent
State unemployment tax records	Permanent
Earnings records	7 years
Garnishment records	7 years
Payroll tax returns	7 years
W-2 statements	7 years

EMPLOYEE RECORDS

Employment and termination agreements	Permanent
Retirement and pension plan documents	Permanent
Occupational exposure documentation	30 years
Records relating to promotion, demotion or discharge (after termination)	5 years
Records associated with non-negative drug or alcohol tests	5 years
Time cards/time sheets	5 years
Accident reports and worker's compensation records	5 years
Salary schedules	5 years
Employment applications	3 years

I-9 forms (after termination) 3 years

CLIENT RECORDS

Billing records 7 years

Medical records and unit files (after discharge) 7 years

Representative payee account records 2 years

DONOR AND GRANT RECORDS

Donor records and acknowledgment letters 7 years

Grant applications and contracts (after completion) 7 years

LEGAL, INSURANCE AND SAFETY RECORDS

Appraisals Permanent

Copyright registrations Permanent

Insurance policies Permanent

Real estate documents Permanent

Stock and bond records Permanent

Trademark registrations Permanent

Leases (after expiration) 6 years

OSHA documents 5 years

General contracts (after termination) 3 years

PROPERTY MANAGEMENT RECORDS

Leasing documents (after lease termination) 3 years

HUD Section 8 certification documents (after lease termination) 3 years

HUD project-based reports and documents 3 years

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an archive computer folder. Backup and recovery methods are tested on a regular basis.

DOCUMENT DESTRUCTION AND EXCEPTIONS

Destruction of financial and personnel-related documents will be accomplished by shredding. Destruction of protected health information will be done in accordance with Lakemary Center's HIPAA Privacy Policy. Notwithstanding the normal document destruction schedule of the organization, document destruction will be suspended immediately in the following circumstances:

- Where the information has been subpoenaed in a civil or criminal case, or is the subject of an information request letter from a government agency,
- Where the information relates to civil or criminal litigation against the organization that is either pending, imminent or contemplated,
- Where destruction of the information would impede, obstruct or influence the administration of any matter within the jurisdiction of the federal government, where such matter is pending, imminent or contemplated, or,
- Where the organization's general counsel places a legal hold on any document for any reason.

Destruction will be reinstated upon conclusion of the investigation or lawsuit, but only after consultation between the Executive Director and the organization's legal counsel.

COMPLIANCE AND SANCTIONS

Failure on the part of employees to follow these guidelines can result in possible civil and criminal sanctions against Lakemary Center and possible disciplinary action against responsible individuals.

Record Retention

Department/Area Accounting
 Person Completing Form Jeffrey A. White
 Date Completed 08.17.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Annual audits	P		Permanent	Controller Office 2 years Basement – 1121 (after 2 years)	
Fixed Assets Records	P		Permanent	Controller Office 2 years Basement – 1121 (after 2 years)	
Depreciation Schedules	P		Permanent	Electronic-Network	
General Ledgers	T		7 years	Electronic-Network	Delete saved entries from network files, purge data from Accounting Program
Invoices	T		7 years	Electronic-Network	Delete saved files from network, purge data from Accounting Program
Sales Records	T		5 Years	Electronic-Network	Delete saved files from network, purge data from Accounting Program
Petty cash vouchers	T		3 Years	Accounting Closet 2 years Basement – 1121 (after 2 years)	Shred documents, delete electronic tracking files

Check registers	T		7 Years	Electronic-Network	Delete saved files from network, purge data from Accounting Program
Bank deposit slips	T		7 Years	Deposit Specialist Office – 2 years Basement – 1121 (after 2 years)	Shred documents, delete electronic tracking files
Bank Statements and reconciliations-LMC/Endowment	T		7 Years	Controller Office 2 years Basement – 1121 (after 2 years)	Shred documents, delete electronic tracking files
Bank Statements and reconciliations-HUD	T		7 Years	Accounts Payable office – 2 years Basement – 1121 (after 2 years)	Shred documents
Electronic fund transfer documents	T		7 Years	Controller Office – 2 years Senior Accountant Office– 2 years Basement – 1121 (after 2 years)	Shred documents
Payroll Registers	P		Permanent	Electronic-Network	
State Unemployment tax records	P		Permanent	Senior Accountant Office– 2 years Basement – 1121 (after 2 years)	
Earnings Records	T		7 Years	Electronic-Network	Delete saved files from network, purge data from Payroll Program
Garnishment Records	T		7 Years	Senior Accountant Office– 2 years	Shred documents

				Basement – 1121 (after 2 years)	
Payroll Tax Returns	T		7 Years	Senior Accountant Office– 2 years Basement – 1121 (after 2 years)	Shred documents
W-2 Statements	T		7 Years	Electronic-Network	Delete saved files from network
DCF Grant Award (Foster Care)	T		5 Fiscal Years following Grant Expiration	Paper Documents - Controller Office 2 years Basement – 1121 (after 2 years) Electronic-Network	Shred Paper documents Delete saved files from network
KDOT Grant Awards (Transportation)	T		5 Years	Controller Office 2 years Basement – 1121 (after 2 years) Electronic-Network	Shred documents Delete saved files from network

Record Retention

Department/Area Administration -
CEO

Person Completing Form Karen Kilbourn

Date Completed 08.17.24

Bottom Right Drawer

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period (if Temporary)	Storage Location	Destruction Method (if Temporary)
Lakemary Center Homes, Inc.	Permanent			Executive Administrative Assistant Office	
*By-Laws	Permanent			Executive Administrative Assistant Office	
*Articles of Incorporation	Permanent			Executive Administrative Assistant Office	
*Federal 501©3 Exemption Determination	Permanent			Executive Administrative Assistant Office	
* Tax Appeals	Permanent			Executive Administrative Assistant Office	
LMC Developmental Services, Inc.	Permanent			Executive Administrative Assistant Office	
*By-Laws	Permanent			Executive Administrative Assistant Office	

*Articles of Incorporation	Permanent			Executive Administrative Assistant Office	
*Federal 501©3 Exemption Determination	Permanent			Executive Administrative Assistant Office	
* Tax Appeals	Permanent			Executive Administrative Assistant Office	
Lakemary Center, Inc.	Permanent			Executive Administrative Assistant Office	
*By-Laws	Permanent			Executive Administrative Assistant Office	
*Articles of Incorporation	Permanent			Executive Administrative Assistant Office	
*Federal 501©3 Exemption Determination	Permanent			Executive Administrative Assistant Office	
* Tax Appeals	Permanent			Executive Administrative Assistant Office	
Lakemary Center Endowment Association	Permanent			Executive Administrative Assistant Office	
*By-Laws	Permanent			Executive Administrative Assistant Office	
*Articles of Incorporation	Permanent			Executive Administrative Assistant Office	
*Federal 501©3 Exemption Determination	Permanent			Executive Administrative Assistant Office	
Lakemary Historical					
Amy					
Lakemary Center Endowment Historical Info & Documents					
Lakemary Center Floor Plans					

Lakemary Center Facility Drawings					
Lakemary Pathways School					
Dr. Bill Craig					
Board Member Profiles					
Foster Grandparent Program Memo of Understanding					
City of Paola Info - Lease & Industrial Revenue Bonds					
Report to Board - Duncan Architects Inc.					
Endowment Board Bios					
Executive Board Bios/Profiles					
Tax Grievance Application					
HUD documents					
Transcript on Lakemary Industrial Revenue Bond Issue 1966					

Record Retention

Department/Area Administration - CFO

Person Completing Form Michelle Erickson

Date Completed 08.30.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
KDADS PRTF rate notification letters	P			CFO office (3 years) Basement – 1121 (after 3 years)	
KDADS PRTF cost report documentation	T		7 years	CFO office (3 years) Basement – 1121 (after 3 years)	Shred
KDADS HCBS cost report documentation	T		7 years	CFO office (3 years) Basement – 1121 (after 3 years)	Shred
KDADS LEA cost report documentation	T		7 years	CFO office (3 years) Basement – 1121 (after 3 years)	Shred
Wyoming PRTF/Ed cost report documentation	T		7 years	CFO office (3 years) Basement – 1121 (after 3 years)	Shred
Annual audited financial statements	P			CFO office and Basement – 1121	
IRS form 990 information returns	P			CFO office (3 years) Basement – 1121 (after 3 years)	
IRS form 5500 annual employee benefit plan returns	P			CFO office (3 years) Basement – 1121 (after 3 years)	
Insurance contracting and credentialing files	T		7 years after expiration	Paper: CFO office (current)	Shred (paper); deletion (electronic)

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
(including Medicaid and Medicare)				Basement – 1121 (expired or superceded) Electronic: H:\ drive	
NPPES NPI registrations	P			CFO office	
Staff credentialing files	T		7 years after termination of employment	CFO office (paper); H:\ drive (electronic)	Shred (paper); deletion (electronic)
403b, 401k, 457b plan documents and changes files	P			CFO office	
Affiliate agreements	T		7 years after expiration	CFO office (current) Basement – 1121 (expired or superceded)	Shred
Banking – Loan documents	T		7 years after payoff	CFO office	Shred
Workers Compensation audits	T		7 years	CFO office	Shred
Insurance policies	P			CFO office	
Vehicle accident reports	T		5 years after settlement	CFO office	Shred
Real property purchase records	P			CFO office	

Record Retention

Department/Area Adult Day Services - General

Person Completing Form David Tai and Erin Sobek

Date Completed 08.15.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Petty Cash Logs	Temporary		7 years	Paola – Asst. Coord. Office, then 1121 basement Olathe – Asst. Coord. Office, then Ste. F storage	Shred
Invoices	Temporary		7 years	Paola – I:drive Olathe – O: drive	Delete
Earning Records	Temporary		7 years	Paola – I:drive Olathe – O:drive	Delete
Time Cards/Attendance	Temporary		5 years	Paola: Asst. Coord. Office (current year), DS storage closet (3 years) then 1121 basement Olathe: Admin. Asst. Office 2 years, then Ste. F storage	Shred
I-9	Temporary		3 years	Paola: Asst. Coord. Office Olathe: Admin. Asst. Office	Shred
Billing Records/Attendance	Temporary		7 years	Paola: Asst. Coord. Office (current year),	

				DS storage closet (3 years) then 1121 basement Olathe: Admin. Asst. Office 2 years, then Ste. F storage	
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Record Retention

Department/Area Adult Health Services

Person Completing Form Sara Owen

Date Completed 07.25.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Persons Supported paper medical documents, MSR/MAR, Med Variances	T	KAR 30-63-29 Records	Retain until scanned to J drive individual file	Paper copies stored in locked filing cabinets	Shred immediately after they are scanned to J drive
Persons Supported files (medical files)	P	KAR 30-63-29 Records		J Drive: Adult Services: Health Services: Adult Health Service Records: MICO/JOCO Adult Services: Individual's Name	NA
Persons Supported files (medical files) (discharged files)	P	KAR 30-63-29 Records		J Drive: Adult Services: Health Services: JOCO/MICO: Discharged Individual's folder: Discharged	NA
Persons Supported medical charts, electronic, in NetSmart	P	KAR 30-63-29 Records	NA	NetSmart	NA
Paper MSRs	P	KAR 30-63-29 Records	NA	J Drive: : Adult Services: Health Services: Adult Health Service Records:	NA

				MICO/JOCO Adult Services: Individual's Name: Health: MSR	
Med Variances	P	KAR 30-63-29 Records	NA	J Drive: Adult Services: Health Services: Med Variances: JOCO/MICO: Year	NA
Employee Files (disciplinary data, Evaluations))	P	KAR 30-63-29 Records	NA	Scanned and emailed to HR- HR files in employee file	NA
Electronic MAR	P	KAR 30-63-29 Records	NA	Netsmart	NA

Record Retention

Department/Area Adult Recreation

Person Completing Form Mark Harper

Date Completed 08.15.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
KSO Physicals				Electronic: U://kbowman/Documents/ Recreation Services/KSO/ KSO Physicals Paper: Rec. Coordinator or Rec. Assistant office	Shred (paper) Deletion (electronic)

Record Retention

Department/Area Adult Residential – Johnson County

Person Completing Form Heather Parreira

Date Completed 08.24.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Rep/Payee Account Records (Includes bank statements and checkbook registers)	Temporary		7 years	Rep/Payee Office for 1 year then moved to locked closet/Suite F/Keeler for 5.	SHRED
Billing Records (Person Served)	Temporary		7 years	Residential Admin Asst locked file cabinet 2 years then moved to Suite F/Keeler for 5.	SHRED
Personnel Files	Temporary		5 years	Residential Admin Asst locked file cabinet 2 years then moved to Suite F/Keeler for 3.	SHRED (1 year after termination)
Person Served Support Files	Temporary		7 years	Residential Admin Asst locked file cabinet 2 years then moved to Suite F/Keeler for 5.	SHRED
Credit card log/receipts (copies)	Temporary		3 years	Residential Coordinator's locked cabinet for 1 year then moved to Suite F/Keeler for 2.	SHRED

Record Retention

Department/Area Adult Residential – Miami County

Person Completing Form Stacey Dubois

Date Completed 09.24.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Representative Payee Accounts. Includes Bank Statements, Checkbook Registers, Check Requests and Bill Statements	Temporary		7 years	Representative Payee's Office for 1 year then moved to 1121 Basement	SHRED
Credit Card Logs/Receipts	Temporary		3 years	Assistant Residential Coordinators Office for 1 month then sent to Accounting.	SHRED

Record Retention

Department/Area Adult Staff Development

Person Completing Form Teresa Galutia

Date Completed 08.26.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Risk Management Tracker (excel spreadsheet)	T		7 years	Electronically, J Drive: Adult Services: Risk Management: Risk Management Tracker	Delete
Risk Management Incident Files (electronic files)	T		7 years	Electronically, J Drive: Adult Services: Risk Management: Risk Management Incident files	Delete
LearnUpon Training Records, Electronic	T	Licensing Regulation CARF Standards	Retain for 5 years after employee termination	Electronic in LearnUpon System, Training Manager records copied onto L Drive: Training: Training Manager: dept name	

Record Retention

Department/Area Food Service

Person Completing Form Angela Kelley

Date Completed 08.25.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Daily records of breakfast and lunch served, production records, meal checklists	Temporary		5 years		

Record Retention

Department/Area Employee Relations

Person Completing Form Shilah

Date Completed 08.07.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
19's	Temporary		1-3 years depending on DOH & Term Date	Paola HR Representative's Office	Shred Once a month
Employee Records	Temporary		5 years after Termination	L:\Human Resources\Personnel Files\Termed\2014, 2013, 2012, 2011,2010,2009	Deleted from computer

Record Retention

Department/Area Information Technology

Person Completing Form Josh Patterson

Date Completed 08.24.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
E-Rate related	T	FCC 04-190, para 45-50	Five years after the end of the funding year for which support was provided	T: Erate	Shred (paper); delete (electronic)
Service Contracts	T		7 years	T: Contracts	Shred (paper); delete (electronic)
Bids/Quotes	T		3 years	T: Bids	Shred (paper); delete (electronic)
InfoSec Incident Reports	T		3 years	T: Incident Reports	Shred (paper); delete (electronic)

Record Retention

Department/Area Medical Records

Person Completing Form Sherri Johnson

Date Completed 08.07.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
PRTF Medical Records	Temporary	*Kan. Admin. Regs. § 28-34-9a	After discharge - 10 years or 1 year beyond the date that the patient reaches the age of majority (19), whichever is greater	X:drive	Delete from files (Purge)
PRTF Medical Records (convenience copies)	Temporary		6 months	Filing cabinet	Shred
Adult Email Documentation	Temporary		6 years from either the date of creation or the last "effective" date, whichever is longer	X:drive	Delete from files (Purge)
PRTF Email Documentation	Temporary		6 years from either the date of creation or the last "effective" date, whichever is longer	X:drive	Delete from files (Purge)
*www.healthit.gov – this is by state					

Record Retention

Department/Area Property Management

Person Completing Form Crisanne Badders

Date Completed 08.07.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Leasing Documents – Lakemary Non-Hud Properties	T		3 years after lease termination	1121 Basement	Shred
HUD Section 8 leasing documents & certifications	T	HH 4350.3 R1, C4, Paragraph 4-22 HUD MAT Guide paragraph 7-7	3 years after lease termination	1121 Basement	Shred
Tenant EIV Income Reports	T	HUD HSG Notice 13-06 and HH 4350.3 R1, C4, Paragraph 9-14	Term of tenancy plus 3 years	Property Management Office in tenant file during term of tenancy, Property Management Coordinators Office. Black File Cabinet 3 rd drawer for the 3 years after termination of tenancy	Shred
Replacement Reserve Requests/Approvals	T	Form 9250	3 years	Property Management Coordinators Office (until fiscal year end)	Shred

				1121 Basement (after fiscal year end 3 years)	
HUD Special Claims	T	HUD Special Claims Processing Guide C1, Section 1-7	3 years	Property Management Coordinators Office (until fiscal year end) 1121 Basement (after fiscal year end 3 years)	Shred
HUD TRACS Submissions/Responses/Compliance Report	T		3 years	Property Management Office – until fiscal year end. 1121 Basement after fiscal year end 3 years	Shred
Voucher Requests/Approvals	T	HUD MAT Guide Paragraph 7-7	5 years	Property Management Office – Current fiscal year 1121 Basement (5 years)	Shred
EIV Master Files	T	HUD HSG Notice 13-06 and HH 4350.3 R1, C4, Paragraph 9-14	3 years	Property Management Coordinators Office – Black Binder	Shred

Record Retention

Department/Area Risk Management

Person Completing Form Jonathan Watkins

Date Completed 08.20.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Fire marshall reports, fire extinguisher inspections, backflow inspections	Temporary		1 year		
Risk management files, internal inspections	Temporary		3 years		
SDS sheets, OSHA Log 300 forms	Temporary		30 years		

Record Retention

Department/Area Shared Family Living

Person Completing Form Jodi Rivera

Date Completed 08.07.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Unit files (Individual and family)	temporary	Governing	7 years after discharge	Locked fire proof file cabinet in Keeler	shredding

Record Retention

Department/Area Targeted Case Management

Person Completing Form Travis Chapman

Date Completed 08.07.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Paola unit files	T		7 years after discharge	Paper: Fire boxes in file closet (current 2 years). Electronic: J drive (discharged, and info older than 3 years for current individuals).	Paper: Shred discharged files after 6 months of being scanned into the J drive. Electronic: currently keeping all the electronic copies.
Olathe unit files	T		7 years after discharge	Paper: Fire boxes in suite A (current 2 years). Electronic: J drive (discharged, and info older than 3 years for current individuals).	Paper: Shred discharged files after 6 months of being scanned into the J drive. Electronic: currently keeping all the electronic files.
Desk files (convenience copies)	T		After discharge	TCM desk files	Paper: shred after discharge
Billing	temporary	Governing	7 years	Locked file cabinet (Lindenwood office)	shredding
Unit files (client)	Temporary	Governing	7 after discharge	Locked file cabinet (Lindenwood office)	shredding

Record Retention

Department/Area Outpatient Therapy

Person Completing Form Cecily Blackman

Date Completed 08.08.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
Client Unit Files	Temporary		7 years	Paper: Locked file cabinets in therapist offices Electronic: Therapy Notes	Shredding paper files Keeping electronic files per Therapy Notes software

Record Retention

Department/Area Transportation

Person Completing Form Jeff Priddy and Eric Clary

Date Completed 08.07.24

Record Description	Permanent or Temporary	Governing Reg or Statute	Retention Period if Temporary	Storage Location	Destruction Method if Temporary
5311 Advertising	T		5yrs	Digital Storage on L Drive or 1121 Basement-5yrs.	Shred
Grant App. Materials- 5310 and 5311	T		5yrs	Digital Storage on L Drive or Budgets, app Doc., award letters, signed contracts-5yrs. Capital Projects file of the vehicle plus 5 yrs. 1121 Basement	Shred
KDOT- Driver's Training Records	t		5 yrs.	Digital Storage on L Drive or Track all within a fiscal year then keep on file for 5yrs. 1121 Basement	Shred.
CTD Records	T		5 yrs.	Digital Storage on L Drive or Keep for 5yrs.	Shred
Financial Records	T		5yrs.	Digital Storage on L Drive or 5yrs. For Capital projects. Keep for the life of	Shred

				the vehicle plus 5yrs. 1121 basement	
Vehicle Inspections	T		5yrs.	Digital Storage on L Drive or Inspection records kept for 5yrs. Capital Projects life of the vehicle plus 5 yrs. 1121 bas	Shred
Vehicle Purchasing/Procurement Documents	T		5yrs after lien	Digital Storage on L Drive or After the vehicle's lien has been released, keep for 5 years. 1121 Basement	Shred
Pre and Post-Trip Inspection Forms	T		90 days	Kept 90 days after completion- Transportation Office Current Inspections are in vehicles.	Shred.
Payroll Records	T		Triennial site visitors will ask to see paycheck stubs or 941 IRS	Accounting Department	
Passenger Manifest	T		5yrs	Digital Storage on L Drive or 5 yrs.- 1121 Basement	Shred
Proof of DOT Driver's Physical	T		Length of Staff employment plus 5 yrs.	Digital Storage on L Drive and Track all within a fiscal year	Shred

				then keep on file for 5yrs. 1121 Basement	
Incident Reporting	T		5yrs	Digital Storage on L Drive or 5yrs. Transportation Office	Shred
Non-KDOT Staff files	T		Length of Staff employment plus 1 year after	Digital Storage on L Drive and Transportation Office. File holds Training and Driver's information.	Shred
Non-KDOT accident reports and other Non-KDOT Incidents reports.	T		After one year.	Digital Storage on L Drive and Transportation office.	Shred
Non- KDOT Maintenance files or once KDOT files are clear	T		Keep until vehicle goes out of service	Digital Storage on L Drive and Transportation Offices - until the vehicle goes out of service.	Shred or if vehicle is sold files go with new owner.
Personnel Files	T		5 years after leaving	Transportation Office locked up	KDOT – shred after 5 years Non-KDOT shred after 1 year