

Destruction of Personnel Records

April 6, 2017

	Class per Retention Manual	Description of Document	Required Years of Retention	Destruction through
1	Class 3	Personnel files (imaged)	4 (if not electronically imaged)	2011
2	Class 3	Certificated Attendance	4 (if not electronically imaged)	2015
3	Class 3	Workers Compensation	4 (if not electronically imaged)	2012
4	Class 3	Classified Attendance	4 (if not electronically imaged)	2015
5	Class 3	Interviews (Administrative, Certificated and Classified)	4 (if not electronically imaged)	2015