

The University of Tennessee  
Institute of Agriculture  
Eastern Region Extension

Filing Retention and Disposal Policy Statement

July, 2007

Following is an itemized list of records and other materials with retention and disposal guidelines. Of course, it is impossible to identify all materials which should be included. In attempting to evaluate the retention and disposal requirements for items not identified, one should keep in mind the reference value of the materials in question.

<u>Type of Record</u>	<u>Minimum Retention Period</u>
General Correspondence (including e-mail)	
Non-reference	1 year
With reference value	3 years
Monthly Reports	
Adm. F-12	1 year
T-3	1 year
Mileage Books	1 year
Civil Rights Compliance Review & Compliance Report	3 years
County Progress Reports	Copies of Annual Progress Reports are retained as permanent records in the county office.
Plans of Work (POW & POWP)	5 years
Adm. F-17, Travel Authorizations	1 year
Performance Appraisal	2 years
Adm. F-2 and F-2A County Salary Appropriation and Offset Voucher Forms	3 years
Adm. F-19, Request for Leave	3 years

<u>Type of Record</u>	<u>Minimum Retention Period</u>
Adm. F-26, Applicant Referral	2 years
Policy Statements	Retain until revised
4-H Annual Report	Permanent record in county
Form 600	2 years, Permanent if 4-H'er was injured
4-H Enrollment Card	3 years
Original Invoices & Bills Department Copy	6 years after payment 1 year after payment
Bank Statements	6 years
Quicken Reconciliation Reports Includes Cleared and Uncleared Transactions, Register Report, Account Balance Report, Bank Statement	6 years
Receipts, Deposit Slips, Check Register	6 years
Time Reports, Monthly and Biweekly	3 years
Leave Record (PER 12)	3 years
Worker's Compensation Claims	Permanent Record
T-29 Department Copy Special Remittance and Order Form	6 years 1 year after payment
Inventory Records	6 years
Procurement Card Receipts & Statements	6 years
T-4 & Receipts for Reimbursement	6 years
Monthly Ledgers	2 years