

Schedule Number	Record Title	RC-3 Y/N?	Retention Period	Contents Description	Number of Boxes	Contents dated from	Contents Dated To	Retention Committee Meeting Date	Destroy Date	Your Name
2306	Employee Records - Job Applications	N	2-Years provided Audited	Job Applications-Various Positions	1	1/1/2017	12/31/2018	2/18/2021		Lonie
6211	Vouchers, Invoices and Purchase Orders	N	10 Years provided Audited	Check Vouchers	4	Apr 2010	June 2011	2/18/2021		Mary Beth
6211	Vouchers, Invoices and Purchase Orders	N	10 Years provided Audited	Check Vouchers	2	Oct 2009	Mar 2010	2/18/2021		Mary Beth

Records Commission Meeting
February 18, 2021
List of Items for Destruction

Rev. 2/17/20 LMS