Destruction of Records – Human Resources – 4/1/2025

List of records approved for destruction:

Year Closed	Item	Retention Schedule
2018	Inactive Volunteer Packets	Termination + 6 years
2018	Department Closed Files	Termination + 6 years
2018	Temporary Employee Closed Files	Termination + 6 years
2019	Employee Personnel Closed Files	Termination + 5 years
FY 2020-2021	Recruitment Closed Files	Close of Recruitment +3 years