



Board Adopted Policy

Policy Title:	Records Retention		
Effective Date: 9/18/2014	Review Cycle: Three (3) Years		
Board Approval Date: 9/18/2014	Review Date: 10/18/2017		
Review Date: 10/20/2020			

I. Application: Authority wide

II Intent: The Benzie Transportation Authority (BTA) Board shall establish a record retention policy with related procedures as required by statutory and contractual obligations. The intent is to facilitate ethical governance practices and assure stakeholders that governance is active and accountable in the organization.

III Procedure:

- 1) Grant Records:
These records will document grants received and/or administered by the BTA. The records may include grant award letters, financial reports, final reports, and correspondence.
Duration – These records will be retained until grant expiration plus ten years.
- 2) Open Meeting Minutes:
Meeting records from open sessions document the meetings of the BTA Board of Directors. The records may include agendas, meeting packets, supporting documentation, and approved original minutes.
Duration – These records shall be maintained in perpetuity
- 3) Closed Meeting Minutes:
Meeting records from closed sessions document the meetings of the BTA Board of Directors. The records may include agendas, meeting packets, supporting documentation, and approved original minutes.
Duration – These records must be retained for one year and one day from the date that the minutes are approved at which point they may be destroyed
- 4) Freedom of Information Act (FOIA) records:
FOIA records will document requests for information and public records by BTA Board and staff. They may include requests of information, correspondence, a copy of the information released, and billing documentation.
Duration – These records shall be retained for a minimum of one year post creation after which time they may be destroyed.



- 5) **Litigation Files:**
Litigation files document any litigation to which the BTA is a party. Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research material, reports, press releases, media clippings, etc.
Duration – These files shall be retained until the case is inactive and then closed plus ten years.
- 6) **Contracts:**
These records will document original contracts/agreements between the BTA and all other entities. The records will include the contract and any supporting documentation.
Duration – These records will be retained until contract expiration plus six years.
- 7) **Accounting Records:**
These records will include any documents/ledgers pertaining to the accounting functions of the BTA. This may include accounts payable and receivable, journal entries/general ledger, deposit transactions, bank statements, year-end closings, fees, purchase orders, etc.
Duration – These records will be retained for the extent of the fiscal year during which it was created plus seven years.
- 8) **I-9 Forms:**
Duration – These records will be retained for three years following the date of hire or one year after termination whichever is later.
- 9) **Personnel Files:**
These files are maintained for each employee and contain records that document all human resources related transactions that occurred during the employee's period of active employment. Documentation within the file may include resumes, applications, tax withholding forms, beneficiary designations, performance evaluations, pay adjustments, name and address changes, service ratings, insurance information, counseling and disciplinary documents, correspondence, etc.
Duration – These files remain active until the employee makes a departure other than a leave of absence. The records will be retained for seven years following a termination of employment.
- 10) **Selection Files:**
These records contain all documents that support appointments and selection activity for employment. The files may contain selection criteria, evaluation of candidates, position descriptions, applications, interview questions, reference checks, appointment recommendations/notifications, etc.
Duration – These records will be maintained for one year post creation.
- 11) **Time and Attendance Records:**
These records may include time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time.
Duration – These records will be retained for three years after which they may be destroyed.



12) Workers Compensation & Disability Files:

These files document worker's disability and compensation claims. Documentation may include the initial injury claim form, accident reports, notice of commencement of compensation payments, employee wage data, copies of time and attendance records, medical documentation and reports, correspondence, etc.

Duration – These records will be retained for ten years post creation.

13) Unemployment Compensation Files:

Duration – These files will be retained for five years post creation.

14) Reasonable Accommodation Files:

These records may include reasonable accommodation requests submitted by employees, evaluations, responses, and copies of medical documentation.

Duration – These records will be retained for seven years post creation.