

Maintenance & Operations Records

Form No. (If Any)	Class	Record Title	Required		Reason For Recommended Retention Period	**If Imaged**	
			Hard Copy Retention	Recommended Retention		Hard Copy Retention	Media Retention
	3	Budget Justification Forms	4 Years	4 Years	Department Use	--	--
	2	Construction Files	5 Years	5 Years	(A)	--	--
	(a)	Correspondence - General	0 Years	1 Year	Reference Purposes	--	--
	3	Deferred Maintenance Certification	5 Years	8 Years	In case of audit	8 years	
SAB 40-1	3	Deferred Maintenance Five Year Plan	5 Years	8 Years	In case of audit	8 years	
	3	Emergency Orders (Original)	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Facilities Inventory	Permanent	Permanent		4 Years	Permanent
	3	Inspection Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	(a)	Job Requisitions	0 Years	1 Year	Reference Purposes	--	--
	3	Job Requisitions Log	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Memoranda - In and Out	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Preventive Maintenance Schedules	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Service Call Orders	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Time Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Vandalism Inspection Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Work Orders	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Work Reports	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion