

Personnel Records

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBEDS Output Reports	(a)	4 Years	Maintain for Reference Purposes for Fiscal Accountability	--	--
R-2	1	Employee Ratio Summary Certification Document	Permanent	Permanent		4 Years	Permanent
	3	Employment Applications	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Employment Eligibility Lists	3 Years	4 Years	Timing/Fiscal Year	--	--
J-90-B	1	Health and Welfare Benefits, Certificated Personnel in the Teacher Bargaining Unit	Permanent	Permanent		4 Years	Permanent
	1	Personnel Files (Terminated)	Permanent	Permanent		4 Years	Permanent
	3	Recruitment Files	3 Years	4 Years	Timing/Fiscal Year		--
	3	Returned Letters - Inactive Recruitment	3 Years	4 Years	Timing/Fiscal Year		--
J-90-F	1	Salary Data by Employee Classification	Permanent	Permanent		4 Years	Permanent
J-90-S	1	Teacher Bargaining Unit Base Certificated Salary Schedule	Permanent	Permanent		4 Years	Permanent

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