**RETENTION SCHEDULE - 4.0 SCHOOL SERVICES**

|  |  |
| --- | --- |
| **SUBJECT/DOCUMENT** | **KEPT FOR HOW LONG?** |
|  |  |
| Billing | 2 Years |
|  |  |
| Driver Training Materials | 7 Years |
|  |  |
| FMLA Form | 3 Years |
|  |  |
| Gas Receipts | 7 Years |
|  |  |
| IRS Forms (W-4 Form) | 4 Years |
|  |  |
| OSHA Forms | 5 Years |
|  |  |
| Payroll Sheets | 2 Years |
|  |  |
| \*Personnel Files\* | 6 Years |
|  |  |
| Pre-Trip Sheets | 2 Years |
|  |  |
| Purchase Order Lists | 7 Years |
|  |  |
| Trip Sheets | 2 Years |

\*Personnel Files are kept an additional six years

after the employee leaves 4.0 School Services.

March 10, 2017