

Policy/Retention Folder Example	Retention Policy In ZyLab	Folder Description	Examples of records that should be placed in this folder	May have been called:
(7 yr) Accounting_Contracts	7 years	Accounting and finance records for the management and payment of City as identified on the City's General Records Retention Schedule	Accounts Receivable Files; General and Subsidiary Ledgers; Interfund Transfers; Petty Cash Records; Vouchers/Invoices; Contracts; Consultant Contracts lasting less than 1 year	Accounting
(7 yr) Programs_Projects	7 (2555)	Records regarding City programs or projects developed and worked on by staff. May include messages from staff regarding City incidents, and education programs, also discussions regarding City projects or issues.	Event Client Files; Education Program Development Files; Incident Reports; Collection Development/Selection Records; Operation records on running a program; Project Management documents	6 YR Retention
(4 yr) Working Files	4 (1460)	Records that are needed for business function at the City. Some message may include requests, questions, or discussion concerning budget preparation, volunteer information, or event management, or document public business.	Budget preparation; payroll supporting documents; bids and proposals- unsuccessful; administrative working files; IT logs; trouble reports; work orders; Cc copies for which someone else has the primary retention	3 Yr Retention