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| Title | **81. Employee Record Keeping** |
| Objective | To maintain accurate and organized records for future reference and compliance. |
| Responsibility | Station Manager / Assistant Manager. |
| Steps | 1. **Document Retention**:    * All completed schedules, timesheets, and payroll summary sheets must be retained for a minimum of 7 years.    * Ensure these documents are properly labeled and organized for easy retrieval. 2. **Secure Disposal**:    * Do not dispose of any employee information in regular trash bins.    * Place all documents to be discarded in designated boxes for secure disposal. 3. **Document Transfer**:    * Arrange for the regular transfer of boxed documents to the central office for secure disposal. Specify a schedule for this transfer with Mighty. |
| Revision Date | 9/26/2023 |