

Records Destruction Authorization

Records Series	Dates of Records	Schedule Item	Retention
Dangerous Dogs	1998/99	332	20 years
Damages caused by dog	1998/99	333	6 years
Beach operation daily reports	2007 - 2010	426.c	1 year
Billing records provided by village	2016 - 2019	514.6	6 years
Invoices	2016 - 2019	550	6 years
Employee Records (lifeguard)	2007 - 2011	636.6	6 years after termination
Lifeguard certification	2007 - 2011	672	6 years

Destruction authorized by

A Baer Records Management Officer

12/9/25 Date

N/A Department Head

_____ Date

Destruction certified by

N/A Witness

_____ Date