



DOCUMENT RETENTION POLICY

FOR CONTRACT AND CONTRACT-TO-HIRE EMPLOYEES

STAFFING DIVISIONS

ACCOUNTING
COMMERCIAL
HEALTHCARE
OFFICE
TECHNOLOGY

Document Retention Policy

The corporate records of Provisional Services, Inc. (hereafter the "Company") are important assets.

Several categories of documents that bear special consideration are identified below. For each category, a minimum retention period is stated.

Tax Records

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the company's revenues. The tax records will be retained for seven years from the date of filing the applicable return.

Employment Records/Personnel Records

State and federal statutes require the Company to keep certain tax and payroll information for six years. The Company also keeps personnel files that reflect performance reviews and any complaints brought against the company or individual employees. Employment and personnel records will be retained for three years after termination of an employee.

Applications

Applications from potential employees will be kept on file for two years and then destroyed.

Email

The retention period depends upon the subject matter of the email, as covered elsewhere in this policy. Emails not related to or fitting into any of the categories listed above, will be deleted after 180 days.