

## Human Resources Records Retention Schedule

Code	Title	Description	Retention Period	Classification	Statute
HRS 00100	Applicant Data - General	Applications, resumes, letters of recommendation, affirmative action forms, certification of test/Examination Results, list of qualified applicants, ranking, interview notes, reference checks, records that relate to posting, recruitment, selection and appointment to each position. If hired, application etc becomes part of employee personnel file.	3 years or length of eligibility if longer	Public/Private	MS 13.03, MS 13.43
HRS 00200	Applicant Data - Background Checks	Background checks conducted by third party (Info subject to FCRA)	5 years after employee's termination or 6 years after date of background check whichever is longer	Private/Confidential	
HRS 00300	Affirmative Action Reports	Copies of reports sent to Human Rights Commission	5 years	Public/Private	MS 13.39, MS 13.43
HRS 00400	Benefits Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	5 years after employee's termination	Private	MS 13.43
HRS 00500	Benefits Plan	Includes insurance, health care, deferred compensation, etc.	Until superseded or 6 year after coverage lapses	Public	
HRS 00600	Classification Studies	Studies which describe job duties and may rank individual County positions. See also: pay equity	Until Superseded	Public	MS 13.03
HRS 00700	Compensation Plan	Salary tables/ranges, plan documents, pay increase criteria	10 years	Public	MS 13.03

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HRS 00800	Employment Eligibility Verification/I-9 Form	Verifies status of citizenship or naturalization	3 years after date of hire, or 1 year after employment is terminated, whichever is later. Should not be retained in employees personnel file	Private	MS 13.43
HRS 00900	Employee Suggestion Form		2 years	Public/Private	MS 13.43
HRS 01000	Drug and Alcohol Testing Results	Includes commercial drivers license (cdl's), controlled substance test results, drivers evaluations, etc.	1 year for records of negative and canceled drug tests, records of alcohol tests with a result below .02 BAC (49CFRss382.401) 5 years after employee's termination for alcohol test results greater than .02 BAC, verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals	Public/Private	MS 13.43, 49 CFR 382.401
HRS 01100	Equal Employment Opportunity Reports/Summary Data (EEO Reports)	Reports sent to Federal Government	3 years	Public	29 CFR, 1602.30

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HRS 01200	Grievance Files	Formal written employee grievance and/or complaint filed under personnel rules, and received by county. Should not be retained in employee personnel file.	5 years after employee's termination	Public/Private	MS13.43
HRS 01300	Job/Position Descriptions	Personnel department retains a position description history on the various positions within the county.	Until Superseded	Public	
HRS 01400	Labor Unions - Arbitration Decisions		Permanent	Public	MS 13.03
HRS 01500	Labor Unions - Contracts/Agreements	Contracts between County management & various labor unions including correspondence, salary schedule & personnel policies	10 years	Public	
HRS 01600	Labor Unions-Disputes/Grievances	Between union and County government agency	Permanent	Public/Private	
HRS 01700	Labor Unions-Negotiating Data		Permanent	Public/Private	
HRS 01800	Medical Records/FMLA	Any information concerning the health status of an employee which is made or maintained by a physician, nurse or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints. Should not be kept in employee's personnel file.	5 years after employee's termination	Public/Private	MS 13.43

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HRS 01900	Pay Equity Implementation Report	State mandated report filed with Department of Employee Relations consisting of pay and job class information	Until Superseded	Public	
HRS 02000	Personnel Files	Records on each employee such as applications, references, performance evaluation, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, training records, etc. Certain records should NOT be retained in employees personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. All originals are to be maintained by personnel department or responsible department.	5 after employee's termination. Destruction approval is contingent upon retention of master copy of Payroll register or record.	Public/Private	MS 13.43
HRS 02100	Policies & Procedures/Rules & Regulations	For human resource function, includes annual leave program, hiring procedures file, etc.	Until superseded	Public	
HRS 02200	OSHA - Infectious Disease & Occupations exposure files	Files on each employee dealing with safety & training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file.	30 years after termination	Public/Private	MS 13.43
HRS 02300	OSHA Citations of Penalty	Notifications of Violations by the County	5 years after citation	Public	

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HRS 02400	OSHA Reports	Incident reports and annual summary	5 years following end of calendar year of record	Public/Private	CFR 29 1904.33 (a)
HRS 02500	OSHA Employee Exposure records & Worker's Compensation	Any information concerning employee exposure to toxic substances or harmful physical agents and other workers compensation documents including first reports of injury	30 years after employee's termination or retirement	Public/Private	MS 13.43 CFR 29 1910.20
HRS 02600	Safety Committee Agenda & Minutes		10 years	Public	
HRS 02700	Safety Manual		Until superseded	Public	
HRS 02800	Training Sign Up Sheets	List of employees participating in each training program	5 years from the date of completed training or 5 years after termination, whichever is applicable to the County's recordkeeping practices	Public	
HRS 02900	Training Materials	Reference and class material including articles, presentations, manuals, handouts used in each training session	5 years after training program becomes obsolete	Public	
HRS 03000	Training Records	Individual acknowledgment form or other form that employee signs and is kept in the personnel file. Includes Right to Know, Harassment, and other trainings	5 years after employee's termination	Public	
HRS 03100	Unemployment Claims		8 years	Public/Private	