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| ***All Divisions*** |  | | |
| ALL | 461 | EMPLOYEE SURVEYS | 2 Years |
| ALL | 462 | EMPLOYEE SERVICES / PAYROLL SYSTEM, PEOPLE  SOFT - PeopleSoft | PERMANENT |
| ALL | 463 | EMPLOYEE SERVICES / PAYROLL SYSTEM , PPC - PPC  Personnel System | PERMANENT |
| ***Benefits*** |  |  |  |
| BEN | 464 | COMMUNICATION FILES - Employee Handbook, Plan Descriptions, Rate Sheets, Fact Sheets, EAP Communication Flyers, Insurance Certificates | PERMANENT |
| BEN | 465 | PLANS - Medical, Dental, Vision, Life, Health In-Lieu, Long Term Care - Plans, Transaction Forms, Transaction Forms | Term of Plan+4 Years |
| BEN | 466 | BENEFIT TRACKING, COBRAR APPLICATIONS - Cobra  Applications | 6 Years |
| BEN | 467 | BENEFIT TRACKING, COBRA TRACKING DATABASE -  Cobra Tracking Database | COBRA plus 6 years |
| BEN | 468 | CATASTROPHIC ILLNESS TIME DONATION -  Applications, Approvals, Donations, Conversions | 2 Years |
| BEN | 469 | EMPLOYEE ASSISTANCE PROGRAM - Counseling Case Files, Mediation Case Files, Drug Treatment Invoices | 2 Years |
| BEN | 470 | POLICIES - Provider and Consultant | Term of Contract+4 Years |

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| BEN | 471 | PERSONNEL BENEFIT FILES - Forms and Certificates (Insurance Enrollment and Cancellation, Proof of Alternate Coverage, Marriage, Divorce, Dependent Children Affidavit, Drop & Add Dependent, Legal Guardianship or Adoption, Deferral Change, Beneficiary) | Term of Employment+10 Years |
| BEN | 472 | CLAIMS, LONG TERM DISABILITY - Long Term Disability | Term of Claim+30 Years |
| BEN | 473 | CLAIMS, LIFE INSURANCE - Life Insurance | 4 Years |
| BEN | 474 | CLAIMS, PERSONNEL ACCIDENT INSURANCE -  Personnel Accident Insurance | 2 Years |
| BEN | 475 | REPORTS - Performance, Utilization, Activity | 4 Years |
| BEN | 476 | UNEMPLOYMENT INSURANCE - Quarterly Wage Reports, Billings, Fund Transfers, Invoices | 4 Years |
| ***Compensation*** |  |  |  |
| COM | 477 | COMPENSATION & STUDIES - incl. Reallocation and job analysis documentation, pay equity studies and related salary surveys, and other related data and analysis documents | 5 Years |
| COM | 478 | MAJOR (MULTIPLE CASE) COMPENSATION & CLASSIFICATION STUDY SUMMARY DOCUMENTS -  recommendations, summary data on class/pay changes, and applicable Council/Commission memos | 10 years |
| COM | 479 | CLASSIFICATION SPECIFICATIONS | 5 years |
| COM | 480 | PAY PLANS | 15 Years |

***Deferred Compensation***

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| DEF | 481 | Quarterly financial reports, annual investment review, payroll interfaces | 10 years |
| DEF | 482 | DEFERRED COMPENSATION COMMITTEE - Agendas,  Minutes | PERMANENT |
| DEF | 483 | Deferred Comp plan enrollments, contribution & investment changes, distribution requests | 10 years |
| DEF | 484 | 457 Plan documents: Voluntary and PTC plans | Superseded+2 Years |
| ***Employment*** |  |  |  |
| EMP | 485 | PERSONNEL FILES - Full-Time, Part-Time - Personnel Action Notices (Appointment, Separation, etc), Appraisals, Employee Record Mod. Requests, Name Change Forms, Management Performance Forms, Leave Forms (Family, Medical, Military, etc), Exit Checklist, City Driving Permits/Transportation Request Form | Term of Employment+10 Years |
| EMP | 486 | PERSONNEL FILES - Hourly Employees, Seasonal Employees - Exit Checklist | Term+5 Years |
| EMP | 487 | PERSONNEL FILES - TempU, Rehire of Retirees - Appointments, Appraisals, Memos, Exit Checklist | Term+5 Years |
| EMP | 488 | POSITION / SECTION CHANGES - Completed Forms | 2 Years |
| EMP | 489 | EXIT INTERVIEWS - Completed Interview Forms | 2 Years |
| EMP | 490 | I-9 FORMS - Less than 3 Years employment | later of hire date + 3 years |
| EMP | 491 | I-9 FORMS - 3+ years employment | Termination+1 Year |

**Section Series # Title and Description Retention**

EMP 492 NEW EMPLOYEE ORIENTATION - Packet, Presentation 2 Years

EMP 493 PARKING PERMITS - Applications, Logs 2 Years

***Health and Safety***

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| HSA | 494 | EMPLOYEE MEDICAL FILES - Fitness for Duty Evaluations, Physicals, Pre-employment Medical History (not hired) statements and exams | Term of Employment+30 Years |
| HSA | 495 | HEALTH SERVICES TRACKING SYSTEM | Term of Employment+30 Years |
| HSA | 496 | ERGONOMICS - Evaluations, Equipment Orders | 10 years |
| HSA | 497 | RETURN-TO-WORK - Completed Forms, Correspondence | 5 Years |
| HSA | 498 | SAFETY OFFICER RECORDS - Injury and accident investigation reports, correspondence, notices | 2 Years |
| HSA | 499 | SAFETY COMMITTEE - Agendas, Minutes, Packets | 2 Years |
| HSA | 500 | INJURY & ILLNESS PREVENTION PLANS (IIPP) | Current Version+1 Version Back |
| HSA | 501 | HAZARDOUS IDENTIFICATION AND CONTROL -  Databases - Hazards, Information & Corrections | 3 Years |
| HSA | 502 | REGULATORY COMPLIANCE - Reports, Correspondence, Surveillance Documents | 5 Years |
| HSA | 503 | OSHA COMPLIANCE - Inspections & Audits | 5 Years |
| HSA | 504 | DRIVERS - Drivers' Log, Certification, Driver Proficiency, Drug-Alcohol Testing, Copies of Licenses | 4 Years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| HSA | 505 | EMPLOYEE DOT DRUG TEST RECORDS, NEGATIVE  AND CANCELLED TESTS - Negative and Cancelled Tests | 2 Years |
| HSA | 506 | EMPLOYEE DOT DRUG TEST RECORDS - Positive  Tests, Refusals, EBT Calibrations, SAP Evaluations and Referrals, Retesting Requests, Notices | 5 Years |
| HSA | 507 | EMPLOYEE DOT DRUG TEST RECORDS COLLECTION  RECORDS - Collection Records | 2 Years |
| HSA | 509 | FMLA MEDICAL CERTIFICATION | 6 years |
| ***Recruitment*** |  |  |  |
| REC | 510 | APPLICATIONS, RESUMES - Not Hired | 4 Years |
| REC | 511 | TESTING - Oral Boards, Interview Questions, Applicant Screening and Assessments, Proctor's Instructions | 4 Years |
| REC | 512 | ELIGIBLE LISTS, QUALIFIED CANDIDATES GROUPS -  Applications/resumes, eligible lists/qualified candidate group spreadsheets, requisition forms, certification forms | 4 Years |
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| REC | 514 | JOB REQUESTS - Temporary Unclassified | 4 years from expiration date |
| REC | 515 | ON-LINE APPLICATIONS SYSTEM | 4 years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| REC | 516 | POSITION SPECIFIC ASSESSMENT RECORDS -  Assessment plan, application/supplemental questionnaire rating sheets, interview questions, rating sheets, rater notes, reference check forms, record of candidate notification, offer letter | 4 Years |
| REC | 517 | EXAMINATION HISTORY RECORDS - job analysis, written examinations and answer keys, written exam item analyses, oral/practical exams and scoring criteria, proctor instructions, TRAC Scoring reports, correspondence regarding issues pertaining to recruitment | 5 years |
| REC | 518 | APPLICANT FLOW DATA - ethnic/gender distribution of test results | 5 years |
| ***Training*** |  |  |  |
| TRN | 519 | CATALOGS - Listing of Classes Offered to City Employees | PERMANENT |
| TRN | 520 | PLANNING - Needs Assessments, Training Plans, Standards, Curriculum | 2 Years |
| TRN | 521 | COURSE MATERIALS - Videos, DVDs, audio | 10 years |
| TRN | 522 | TRAINING REGISTRATION DATABASES | PERMANENT |
| ***Workers Compensation*** | | | |
| WCP | 523 | WORKERS' COMPENSATION - Claims - Applications, Payment Records, Release to Work | File Closed+10 Years |
| WCP | 524 | WORKERS' COMPENSATION - Future Medical Awards | File Closed+10 Years |

**Section Series # Title and Description Retention**

WCP

525 WORKERS' COMPENSATION - Misc. items to include: RFPs, Audits, Actuarial Studies

10 years

WCP

526 WORKERS' COMPENSATION INFORMATION SYSTEM - database containing all Workers' Compensation cases

PERMANENT