

Section: GENERAL INFORMATION  
Subject: Retention of Records  
Number: HR 3222

I. Institutional Regulations

Personnel and payroll documents shall be retained as required for state or federal regulations, auditing purposes, or internal research needs. The documents shall be stored in a manner allowing for safekeeping and availability.

II. Procedures

A. Source documents shall be retained in a paper or electronic form for a minimum period as indicated:

1.	Employee Personnel Files	60 years following separation
2.	Confidential Employee Medical Records	60 years following separation
3.	Retirement claims	60 years following separation
4.	Recruitment files including applications	3 years
5.	Benefit plan descriptions	6 years after expiration
6.	Enrollments for direct deposit	As long as current
7.	Health insurance payments and claims	3 years
8.	Supporting payroll documentation	5 years
9.	Payroll Journals	60 years
10.	Forms W-2, W-3, W-4, 1096, 1099	5 years
11.	I-9s	3 years after date of hire or 1 year after date employment ends, whichever is later
12.	Garnishment records	3 years beyond closure
13.	Quarterly state and federal reports	5 years
14.	Unemployment claims	5 years
15.	Worker's Compensation Reports	5 years after final payment. If case may result in future claims, 60 years
16.	OSHA Reports	5 years
17.	IPEDS and MIS Reports	4 years
18.	Drug and Alcohol Testing Records	Per federal regulations
19.	Blood Borne Pathogens Exposure Records	Per federal regulations
20.	EEO/AA Plans	As long as current
21.	Association Master Contracts	Permanently
22.	Negotiation records	As long as administratively useful
23.	Human Resources Procedures	Permanently
24.	Job Descriptions	10 years
25.	General correspondence	3 years
26.	Legal Claims/Investigations	60 years
27.	Adjunct Appointment Letters	10 years following separation
28.	HIPAA related records	6 years

B. Upon expiration of the retention time period, confidential records shall be destroyed in a manner which will ensure confidentiality of the records.

APPROVED:



Executive Director, Human Resources

Date: November 1, 2007

Revised: November 1, 2008  
November 1, 2010  
November 1, 2012  
October 1, 2014  
February 1, 2016  
February 21, 2017