

**Washington State Community College
Human Resources Record Retention Schedule**

Records	Description of Record	Period of Retention	Form of Retention	Method of Destruction**	Storage Location
Accident Reports	Report of information relative to an accident and/or injury on the job, e-mail	7 Years	Hard Copy or Electronic	Destroy	2 Years in HR and then sent to
Employee Selection	Employment Applications and resumes (unsolicited)	1 Year	Hard Copy or Electronic	Destroy	HR Office
	Advertisements	3 years	Hard Copy or Electronic	Destroy	HR Office
	Application Files, incl. application form, resume, test results, referral and interview data				
	E-Mail				
	Letters of Reference				
	Position Description				
	Position Posting Request				
	Search Committee notes				
Voluntary Declaration Form					
Active Personnel Files	Change of Address Forms	Active + 6 years	Hard Copy or Electronic	N/A	HR Office
	Performance Evaluations/Commendations/Disciplinary				
	Compensation Memorandums				
	Confidentiality Agreement				
	Contracts				
	Court Documents				
	E-Mail				
	Hire Forms				
	Military Documents				
	Offer of Employment				
	Payroll Actions				
	Personal Data Summary				
	Personnel Action Forms				
	Retirement File				
	Resume/Application/Internal Bids				
Transcript Request Forms/Transcripts					
W-2s and W-4s					

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ADA Cases	Case files for employees covered by ADA, e-mail	Act+7	Hard Copy or Electronic	Destroy	HR Office
Alien Certification Files	Records of employee requests made to the Dept. of Labor and Immigration and Naturalization for work certification. Includes transcripts, letters of reference, resume and other pertinent documentation.	6 years	Hard Copy or Electronic	Destroy	HR Office
Benefit Documentation	Annual Reports	Act +6	Hard Copy or Electronic	Destroy	2 years in HR Office and then to storage
	Billings		Hard Copy or Electronic	Destroy	
	E-Mail		Hard Copy or Electronic	Destroy	
	Insurance Enrollment Forms		Hard Copy or Electronic	Destroy	
	Notice or Reportable Events		Hard Copy or Electronic	Destroy	
	Summary Plan Descriptions		Hard Copy or Electronic	Destroy	
COBRA Documents	Letters to eligible participants, acceptance/decline notices, premium payment records, e-mail	Indefinitely	Hard Copy or Electronic	Destroy	2 years in HR and then to storage
Collective Bargaining Agreements	Review for continuing administrative or historical value and potential transfer to institutional Archives	Active + 5 years	Hard Copy or Electronic	Destroy	HR Office
Declination Files	Contracts, recommendations, letters of people who have declined positions	3 years	Hard Copy or Electronic	Destroy	HR Office
EEO Civil Rights and Title VII Files	Notice of complaints/dismissals and hearing information, e-mail	7 years after resolution	Hard Copy or Electronic	Destroy	2 years in HR and then to storage

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EEO and Title IX Discrimination Complaint Files	Official EEO discrimination complaint files containing documents relating to EEO complaints and internal investigations, related correspondence, reports, exhibits, acceptance/withdrawal notices, copies of decisions and other records, e-mail	7 years after resolution	Hard Copy or Electronic	Destroy	2 years in HR and then to storage

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EEO Statistic Files	Employment statistics relating to race and gender, includes EEO workforce composition reports, e-mail	7 Years	Hard Copy or Electronic	Destroy	2 years in HR and then to storage
EEO Training Evaluations	EEO training evaluations for various EEO awareness training classes (i.e. sexual harassment awareness training, EEO compliance training), e-mail	7 Years	Hard Copy or Electronic	Destroy	2 years in HR and then destroy
Exit Survey Forms	Employee exit questionnaires, e-mail	2 years after employee	Hard Copy or Electronic	Destroy	HR Office
Family Medical Leave Documentation	E-mail	Act+3 years	Hard Copy or Electronic	Destroy	HR Office
	Physician certifications				
	Records of any disputes				
	Records of premium payments				
	Reports				
	Requests for leave				
Garnishment Documentation	Court orders, computation data, employee acknowledgement forms, IRS notices of levy,	Active + 3 years	Hard Copy or Electronic	Destroy	Business Office
Grievance Files	Grievance forms, responses, settlement agreements, arbitration awards, e-mail	7 Years	Hard Copy or Electronic	Destroy	3 years in HR and then move to storage
HR Procedure Memos	Memos reflecting changes in HR procedure, e-mail	7 Years - updated as new procedure is received. One copy is maintained in a Historical File.	Hard Copy or Electronic	Destroy	HR Office

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I-9's	Establishes eligibility for employment	The longer of 3 years or 1 year after separation of employment	Hard Copy or Electronic	Destroy	HR Office
Job Audits	Job audit request from employees, responses from HR, position description questionnaires, e-mail	5 Years	Hard Copy or Electronic	Destroy	1 year in HR and then move to storage
Layoff Documentation	Printouts, rosters, correspondence documenting layoffs. Pertinent employee data, date of hire, classificatino, department, and retention points (performance).	5 years	Hard Copy or Electronic	Destroy	HR Office
Leave Record	Documentation of sick leave, vacation, personal leave. Includes hiring date, longevity date, amount of sick leave and facation leave accrued	Active + 6	Hard Copy or Electronic	Destroy	HR Office
Non-EEO Internal Investigations	Investigation files relating to non-EEO, non-discriminatory investigations	Retain 7 years after resolution	Hard Copy or Electronic	Destroy	Storage
OSHA/PERRP Documents	Annual Summary of injuries and illnesses	5 Years	Hard Copy or Electronic	Destroy	2 years in HR then move to storage
	E-mail	5 Years	Hard Copy or Electronic		
	Log of occupational injuries and illnesses	5 Years	Hard Copy or Electronic		
	Medical records and records of exposure to toxic substances	30 years from the date of termination	Hard Copy or Electronic		
	Supplemental Log	5 Years	Hard Copy or Electronic		

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Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, 403b or 457 accounts, etc.	Active + 6 years	Hard Copy or Electronic	Destroy	HR Office
Personnel Requisitions	Departmental request placed whenever a position within the department becomes vacant	3 years	Hard Copy or Electronic	Destroy	HR Office
Position Descriptions	Correspondence or e-mails regarding the nature of the description	Retain until superseded or replaced then retain for 3 years. Maintain one copy in a historical file.	Hard Copy or Electronic	Destroy	HR Office
Public Record Request Log	Log sheet noting name of person requesting public record	1 Year	Hard Copy or Electronic	Destroy	HR Office
Record of Disciplinary Actions (e.g. reprimands, suspension, and/or investigation reports)	A record of oral or written reprimand and suspension removed from the employee's personnel file pursuant to Policy & Procedure Manual 4.312	No retention	Hard Copy or Electronic	Destroy	2 years in HR and then move to storage
Organization Charts	Table of organizations for each department of the College	Maintain 1 copy in historical file	Hard Copy or Electronic & Computerized	Destroy	HR Office
Time Cards	Record of time worked by employees/Students	5 years	Hard Copy or Electronic	Destroy	Datatel
Training Files	Files which contain information regarding training that an employee has attended (Includes a brief description of the seminar), e-mail	Active + 3	Hard Copy or Electronic	Destroy	2 years in HR then move to storage

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Training Courses	Memoranda, flyers, catalogs, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	1 year	Hard Copy or Electronic	Destroy	HR Office
Tuition Reimbursement, Employee Fee Waiver, & Spouse & Dependent Fee Waiver Forms	Forms requesting reimbursement or waiver of fees, e-mail	Retain until employee terminates then retain for 1 year	Hard Copy or Electronic	Destroy	HR Office
Unemployment Compensation	Files regarding unemployment disputes, e-mails, claim reports, amount of compensation paid	6 years	Hard Copy or Electronic	Destroy	2 years in HR then move to storage
Workers' Compensation Reports	A report that indicates how many employees are receiving workers' compensation and how much money has been paid out, e-mail	7 Years	Hard Copy or Electronic	Destroy	HR Office

NOTES:

***"Destroy" means deletion, if an electronic record. Hard documents will be shredded in the HR Office or via approved documentation destruction company with signed certification