

File Retention Standards Chart

Items That Could Be Included	Length Of Time To Keep	Items That Should Not Be Included
UNIT FILE		
Salary Information	Departmental Practice	Employee Medical Information (can be kept in separate file for no longer than one year)
Classification information and related salary information	Departmental Practice	Information relating to another employee's salary, discipline or performance
Offer letter	Departmental Practice	Patient names and information
Resume	2 FY's beyond document date	Security reports
Disciplinary notices or documents including documentation of a verbal warning	Departmental Practice	Notes from investigators
Information on attendance issues	Departmental Practice	Anecdotal work related information
Letters of recognition/reward	2 FY's beyond document date	Reference Letters
Letters of commendation	2 FY's beyond document date	
Copy of Probationary Review Form	Departmental Practice	
Performance Evaluation	2 FY's beyond document date	
Tuition Support Paperwork	Departmental Practice	
FMLA Employee Letter (no medical documentation should be included)	Departmental Practice	
Job Folders (eMploy & eRecruit) pertaining to the selected candidate	7 years after termination	
Job Folders (eMploy & eRecruit) pertaining to applicants not selected	1 year beyond job posting	
Supervisor's File		
Anecdotal work related information of an employee	Departmental Practice	Anecdotal information about an employee that is not work related
Notes from an investigation	Departmental Practice	
Information on a verbal counseling	Departmental Practice	
Documentation of work performance	Departmental Practice	

Items That Could Be Included

Length Of Time To Keep

Items That Should Not Be Included

Blue Folder

Job Description	Indefinitely if current	Anything else
PSV Document	Indefinitely if current	
Licensure Documentation	Indefinitely if current	
Orientation Documentation	Indefinitely if current	
Performance Evaluation & Improvement Plan	Last 3 years	
Mandatories Documentation	Last 3 years	
Competency Assessment(s) Documentation	Last 3 years	
Ongoing Education Documentation	Last 3 years	

University File

Appointment and change in status documents, resumes, applications, I-9s	7 years after termination	Medical Records
Performance Evaluations & attachments	7 years after termination	Information relating to another employee's salary, discipline or performance
Discipline - starting with written corrective action (attendance) or a written warning which could contain information on a previous verbal warning	7 years after termination	Information relative to an investigation by employer about a complaint or about criminal conduct by the employee
Position description	7 years after termination	Records relevant to grievance investigations
Letters of commendation	7 years after termination	

Notes:

1. Do not include patient information on any written disciplinary document to be included in the unit or University file.
2. All informatin gathered is discoverable if legal action is taken (including anecdotal information in the supervisor's file).
3. Supervisor files should be "maintained" annually; performance evaluation time is convenient.
4. Performance evaluations should be sent to HR for scanning and inclusion in the electronic University file (in WebNow). The 3 most recent performance evaluations should also be placed in the blue folder. Evals 3+ years old may be destroyed after verifying their presence in the University file.
5. Also see SPG 201.46 - "Personnel Records - Collection, Retention and Release."
6. The Unit File can be a duplicate of the University File, if so desired.