

***Appendix B – Record Retention – Human Resources***

**RECORD RETENTION PROCEDURE  
HUMAN RESOURCES**

<b>RECORD</b>	<b>PERIOD OF RETENTION</b>	<b>PLACE OF RETENTION</b>	<b>STATE/FEDERAL LAW</b>
Acknowledge receipt of handbooks	All until 7 years after separation	personnel files	N/A
Applications - hired	7 years after separation	personnel files	6 years after termination
Applications - not hired	2 years	central location	1 year
COBRA/COBRA letter	6 years	personnel file	N/A (6 years is recommended)
Computer Purchase	until warrantee expires	central location	N/A
Company Credit Card info.	until inactive	personnel file	N/A
Disciplinary Action	7 years after separation	personnel file	2 years
Drug Screens	permanently	central location	1 year
Education Reimbursement	until completed/permanently	central location	N/A
EEO-1 reports	1 year	central location	N/A
Exit interviews	7 years after separation	central location/personnel file	N/A
FT limited term authorization	permanently	personnel file	N/A
FT employee supplied tools	until termed	personnel file	N/A
Job bidding forms - hired	permanently	personnel file	6 years after termination
Job bidding forms - rejected	1 year	central location	1 year
ID badges	until termination	Central Location - HR or Security	N/A

I-9 forms	3 years or 1 year after termination, whichever is greater	central location	3 years after hire or 1 year after termination, whichever is later
Life Ins. Beneficiary Change	2 most recent dated	personnel file	N/A
Life Ins. Enrollment	2 most recent dated	personnel file	N/A
401(k)			
Beneficiary Designation	2 most recent dated	personnel file	N/A
Enrollment form	2 most recent dated	personnel file	N/A
Hardship withdrawal	permanently	personnel file	N/A
Investment changes	2 most recent dated	personnel file	N/A
Rollover	permanently	personnel file	N/A
Termination form	permanently	personnel file	N/A
Medical History forms	7 years after separation	central location	30 years after termination
Non-compete	all copies kept permanently	personnel file	N/A
Offer Letter	7 years after separation	personnel file	1 year from date
Offer Letter (rejected)	2 years	central location w/apps	1 year from date
Open Door Complaint	5 years	personnel file	N/A
Personnel Action Forms	7 years after separation	central location	> 1 year for adverse employment actions
Personal Data Sheets	permanently/2 most recent	personnel file	N/A
Performance Reviews	7 years after separation	personnel file	> 1 year for adverse employment actions
Personnel files	7 years after separation	central location	6 years after termination
Promissory notes	until final payment	personnel file	N/A

Rejection letters	1 year with the application	central location w/apps	1 year from date
Resumes - hired	7 years after separation	personnel file	6 years after termination
SPD description	full period in effect plus 2 years	central location	full period in effect plus one year
SPD - sign off	6 years from date	personnel files	6 years from date
Space Allocation	1 year	central location w/PAF requisition	N/A
Special letters	permanently	personnel file	N/A
Supervisory Interview	1 year	central location	1 year
Transcripts	7 years after separation	personnel file	6 years after termination
W-4	4 years or 3 most recent, whichever is greater	personnel file	2 years for wage claims, 3 years for willful wage claim violations
Wisconsin withholding	4 years from date filed	personnel file	4 years from date filed
Withholding Reciprocity	4 years from date filed	personnel file	4 years from date filed
Work permits	permanently	personnel file	3 years
<b>Payroll Related</b>			
Calculation reports	3 years	central location	3 years required, 6 years is the maximum time to bring a lawsuit against employer
Copies of regenerated reports	6 years from date	central location	3 years required, 6 years is the maximum time to bring a lawsuit against employer
Payroll summary reports	1 year from date	central location	N/A
Time Records	3 years	central location	2 years for wage claims, 3 years for willful wage claim violations

Time-off cards	3 years	central location	2 years for wage claims, 3 years for willful wage claim violations
<b>Safety related</b>			
Accident reports	5 years after reported	worker's compensation files	5 years after reported
Audiometric Tests	duration of employment	central location	duration of employment
Land Ban disposal	3 years	central location	3 years
Noise Exposure	2 years	central location	2 years
OSHA 200 Log	5 years after year reported	central location	5 years after year reported
OSHA health records	duration of employment plus 30 years	central location	duration of employment plus 30 years
Waste Manifests	5 years	central location	5 years
Worker's Compensation Records	length of claim + 7 years	individual worker's compensation files	12 years to file claim from date of injury
<b>Financial related</b>			
Balance sheet	7 years plus current	central location	IRS – 7 years
Financial reports	7 years plus current	central location	IRS – 7 years
Financial statements	7 years plus current	central location	IRS – 7 years
General ledger	7 years plus current	central location	IRS – 7 years
Banking records	7 years plus current	central location	IRS – 7 years
Investment statements	7 years plus current	central location	IRS – 7 years

Audit reports		central location	
<b>WPCP/SNSP related</b>			
Wisconsin Parental Choice Program application documents	5 years plus current	central location	DPI
Special Needs Scholarship Program application documents	5 years plus current	central location	DPI