

Appendix B – Record Retention – Human Resources

**RECORD RETENTION PROCEDURE
HUMAN RESOURCES**

RECORD	PERIOD OF RETENTION	PLACE OF RETENTION	STATE/FEDERAL LAW
Acknowledge receipt of handbooks	permanently or until replaced with updated copy	personnel files	N/A
Applications - hired	permanently	personnel files	6 years after termination
Applications - not hired	1 year	central location	1 year for solicited
COBRA/COBRA letter	6 years	personnel file	N/A (6 years is recommended)
Computer Purchase	until final payment	central location	N/A
Company Credit Card info.	until inactive	personnel file	N/A
Disciplinary Action	5 years	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	1 year
Exit interviews	1 year/permanently	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
RECORD	PERIOD OF RETENTION	PLACE OF RETENTION	STATE/FEDERAL LAW
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 or 1 year after termination, whichever is greater
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	30 years after termination	central location	30 years after termination
Non-compete	all copies kept permanently	personnel file	N/A
Offer Letter	permanently	personnel file	1 year from date
Offer Letter (rejected)	1 year	central location w/apps	1 year from date
Open Door Complaint	5 years	personnel file	N/A
RECORD	PERIOD OF RETENTION	PLACE OF RETENTION	STATE/FEDERAL LAW
Personnel Action Forms	1 year hard copy/permanently in ABRA	central location	1 year (any documentation relating to promotion, transfers, wages, terms, etc.)
Personal Data Sheets	permanently/2 most recent	personnel file	N/A
Performance Reviews	5 years from date	personnel file	2 years

Personnel files	6 years after termination	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	permanently	personnel file	6 years after termination
SPD description	full period in effect plus one year	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	permanently	personnel file	6 years after termination
W-4	4 years or 3 most recent, whichever is greater	personnel file	4 years or 3 most recent, whichever is greater
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
Payroll Related			
RECORD	PERIOD OF RETENTION	PLACE OF RETENTION	STATE/FEDERAL LAW
Calculation reports	6 years from date	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	6 years from date	central location	3 years required, 6 years is the maximum time to bring a lawsuit against employer
Time-off cards	6 years from date	central location	3 years required, 6 years is the maximum time to bring a lawsuit against employer
Safety related			
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
RECORD	PERIOD OF RETENTION	PLACE OF RETENTION	STATE/FEDERAL LAW
Worker's Compensation Records	12 years from date of injury or last payment whichever is later	individual worker's compensation files	12 years from date of injury or last payment whichever is later

