

Human Resources Records Retention Schedule (Draft)

This schedule lists records commonly created by the County Human Resources. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention Period
Accident Reports	Used to report employee accidents. Records may include accident reports, occupational injury report and investigation, and employee identification and physical assessment form.	6 years
Accruals	Tracks vacation, sick and compensatory time used by employees. Final accrual report kept in permanent personnel file.	3 years
Claims and Litigation Files	Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission (OCRC), Equal Employment Opportunity Commission (EEOC) and Worker's Compensation.	5 years after case is closed and claims exhausted.
Classification Files	Records evaluating the duties, responsibilities tasks and authority level of a job. Used to determine pay or salary.	2 years (29 CFR 1602.14; 29 CFR 1627.3)
Collective Bargaining Agreement Contracts	Agreements and contracts resulting from negotiations with employee bargaining units.	8 years after superseded. (ORC 2305.06)
Collective Bargaining Agreement Negotiation Files	Records concerning the negotiations of various union contracts.	Until no longer of administrative value.
Commercial Drivers License (CDL)	Records of employees' acquisition and maintenance of commercial driver's licenses. Can include random Department of Transportation audits, results for positive alcohol and controlled substances tests, refusals to submit to testing, driver evaluations and referrals.	5 years (49 CFR 382.401)
Commercial Drivers License (CDL) Collection Process Documents	Laboratory list of random samples taken.	2 years (49 CFR 382.401)
Commercial Drivers License (CDL) Negative Results	Records of negative results for controlled substances and less than .02 alcohol levels.	1 year (49 CFR 382.401)
EEO Data Sheets	Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics.	3 years

Record Series	Description	Retention Period
EEO-4 Report	Periodic report required by the federal government that indicates the position of the county workforce by sex and race/ethnicity. (29 CFR 1602.30 & 1602.31)	3 years
Employee Assistance Program	Records related to employees sent to participate in an employee assistance program (EAP), which seeksto address unacceptable job performance or conduct. Can include formal referrals, updates, status reports, appointments, recommendations and completion records.	6 years
Employee Benefits Records	Documentation of benefits, insurance and dependents selected by each county employee. Can also include COBRA, transportation reimbursement, tuition reimbursement, etc.	6 years (29 USC 1027)
Employment Applications - Not Hired	Employment application process records. Can include recruitment files and notes, interview questions, testing results and background checks. Employment application of hired applicants kept in Personnel File.	2 years (29 CFR 1602.14; 29 CFR 1627.3)
Ethics Forms	Disclosures, verification of licenses, registrations or certification or financial disclosures required for employment.	3 years
Family Medical Leave Act (FMLA) Records	Disclosure and correspondence to employees utilizing leave under FMLA.	3 years (29 CFR 825.500)
Grievances	Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or the employer. (Union and Non-Union)	3 years after union contract expires or resolution or final response.
Health & Wellness Records	Comprehensive health program designed to maintains high level of employee well being. Includes program activity details and employee participation.	2 years
Immigration Forms & I-9s	Form I-9 Employment and Eligibility Verification for all newly hired employees to verify their identity and authorization to work in the United States. Per Dept. of Homeland Security regulation 8 CFR 274a.2.	3 years after date of hire or 1 year after termination whichever is later.
Intern Files	Records of students who served paid internships.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation.

Record Series	Description	Retention Period
Job Descriptions	Descriptions of employee positions and job classes. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files.	Until revised, superseded or obsolete.
Job Postings	Records created during recruitment process. May contain employment applications, resumes, background checks of applicants not hired or interview notes.	2 years (29 CFR 1602.14; 29 CFR 1627.3)
Layoff Records/Employee Retention Points	Documents required by the DAS rules in ranking of employee to determine potential layoffs and displacement rights into other positions. ORC 124.321 to 124.328 and OAC 124-7-01 and ODAS 123:1-41.	6 years
Personnel Files	File maintained for each employee which may include, but is not limited to, items such as application/resume, new hire documentation, position descriptions, personnel actions, training records, emergency contact information, letters of commendation, policy and procedure acknowledgements, performance evaluations, disciplinary documents and separation records.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation.
Personnel Files - Discipline	Records documenting investigations of personnel for violations of laws, rules and/or policies that result in the issuance of an oral or written reprimand, suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination.	6 years
Personnel Files - Medical	Medical related documentation of service throughout the duration of an individual's employment. 45 CFR 160; ORC 149.43.	6 years after termination (29 CFR 825.500; 29 USC 1027)
Tuition Reimbursement Files	Acknowledgement of tuition reimbursement policy, request to participate in program and documentation of courses completed or cancelled.	3 years
Unemployment Files	Individual files on each unemployment claim filed. Copies. Originals kept by State of Ohio.	3 years after closed.
Volunteer Files	Records of those who worked as volunteers or who served as unpaid interns. Can include applications, waiver forms or background checks.	3 years after termination of service.
Worker's Compensation	Files covering claims made by employee for Worker's Compensation benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc. ORC 4123.	10 years after final payment