

Application File: Non-Hires - Faculty	Contains application, correspondence, resumes, etc. from applicants for positions.	3 Years	Destroy	PER2000
Application File - Classified Staff	Includes application form, resume, test results, referral and interview data.	3 Years	Destroy	PER2000
Applicants Card File - Classified Staff	Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.	3 Years	Destroy	PER2000
Canceled Position File - Classified Staff	Application forms, correspondence sent and received concerning positions that have been canceled.	3 Years	Destroy	PER2000
Certification File - Classified Staff	Record of employees who have attained certification in their classification. May include logbook and printouts.	Active + 3 Years	Destroy	PER5010
Declinations File - Faculty	Contracts, recommendations, letters of people who have declined positions.	3 Years	Destroy	PER2000
Employment Files - Students	Active and inactive files. Student authorization forms, State and federal withholdings, P>E>R>S>, step increases, termination notices, reclassification forms, exemptions.	Active + 6 Years	Destroy	PER3000
General Applicant Files - Contract Staff	Resumes on file.	3 Years	Destroy	PER2000
Hazardous Exposure Records		Indefinite		PER4020
I - 9 Forms - Student	Federal employment eligibility verification for on-campus student employees.	Active + 6 Years	Destroy	PER3000
Index System - Faculty	Cards or other reference list for all active and inactive faculty.	Active + 6 Years	Archives Review for historical value.	PER3000
Job Descriptions		3 Years	Destroy	PER2000
Layoff File - Classified Staff	File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.	5 Years	Destroy	PER3010
Leave Record - Classified Staff	Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	5 Years	Destroy	PER3010
Leave Record - Faculty	Vacation and sick leave earned and used.	Active + 6 Years	Destroy	PER3000
On-The-Job Training Records - Classified Staff	Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of	Active + 3 Years	Destroy	PER5000

		trainee-trainer, date started, hours worked, etc.			
Payroll Deduction Authorizations		All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	Active + 6 Years	Destroy	PER1030
Performance Evaluation Forms - Classified Staff		File contains annual printouts and logbooks, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university or college employee performance evaluations.	5 Years	Destroy	PER3010
Personnel Requisition for Classified Staff		Departmental request placed whenever a position within the department becomes vacant.	3 Years	Destroy	PER2000
Personnel Files - Classified Staff		Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand, transfer requests, leave forms, evaluations, reclassifications, certifications, promotions, step increases, longevity, P.E.R.S. forms, employee's inspection of personnel file form, personnel card, etc.	Active + 6 Years	Destroy Review for administrative value.	PER3000
Personnel Files (Active & Inactive) - Contract Staff		Employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, P.E.R.S. forms, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.	Active + 6 Years	Destroy Review for administrative value.	PER3000
Personnel Card File - Classified Staff		File card coordinated to classified personnel files. Includes name, Social Security Number, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc.	Active + 6 Years	Archives Review for historical value.	PER3000
Personnel File - Faculty		Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax	Active + 6 Years	Destroy Review for administrative value.	PER3000

forms, sabbatical information, evaluation forms, STRS forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.

Position Announcement - Classified Staff	Vacancy	Job descriptions for each university or college position posted.	3 Years	Destroy	PER2000
Promotion and Tenure File - Faculty		Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.	5 Years	Archives Review for historical value.	PER3010
Public Employees Retirement System Files - Classified Staff		Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	Active + 6 Years	Destroy	PER1040
Public Employees Retirement System File - Contract Staff		Includes copies of retirement applications documenting pertinent personal, spouse and beneficiary data. Working papers and correspondence are included.	Active + 6 Years	Destroy	PER1040
Public Employees Retirement System Log - Classified Staff		Record of university or college classified employees and their date of retirement and address.	Active + 6 Years	Destroy	PER1040
Public Employees Retirement System Log - Contract Staff		Record of university or college employees, address and date of retirement.	Active + 6 Years	Destroy	PER1040
Radiation Safety Workers		Includes training records, exposure records, applications and authorizations, documents of Authorized Users Lab; Specific RW Training/Interview; Emergency Notification, and Declaration of Pregnancy forms.	Indefinite		PER4030
Radioactive Materials- Authorized Users Files		Includes applications for non-human use of RM; Statement of prior Training and Experience; Authorization for Internal Transfer of Material between AUs; Room Surveys; Application for Clinical Use of RAM; Emergency Notification; Application for Investigational Human Use of RAM.	Indefinite		PER4030
Radioactive Materials - Exposure Records		Files of monthly reports of people's exposure to Radioactive Materials.	Indefinite		PER4030
Radioactive Materials - Incident Report		Report of Radioactive Materials Incident.	Indefinite		PER4030
Reclassification Files - Classified Staff		Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.	5 Years	Destroy	PER3010
Recruitment / Search Files - Contract Staff		Contract staff search files. May contain position authorization forms, job	3 Years	Destroy	PER2000

descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, correspondence.

Residence Hall Advisor Files	Files on candidates selected for employment as residence hall advisors.	Active + 6 Years	Destroy	PER3000
Residence Hall Advisors-Unselected	Files on candidates not selected as residence hall advisors.	3 Years	Destroy	PER2000
Search Committee Files - Faculty	Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, and authorization to hire forms.	3 Years	Destroy	PER2000
Selection Criteria Form - Classified Staff	Form providing an explanation as to why a person was or was not hired for a university or college position.	3 Years	Destroy	PER2000
Service Reports / Activity Reports-Faculty	Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty and graduate assistants. Reports printed either alphabetically by name of faculty member or by department.	Active + 6 Years	Archives Review for continuing administrative or historical value.	PER3000
Student Time Reports	Record of hours worked by student employees.	5 Years	Destroy	PER6000
Summer Employment File - Classified Staff	Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.	5 Years	Destroy	PER3010
Suspension File-Classified Staff	Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	5 Years	Destroy	PER3010
Teaching Evaluations	Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.	5 Years <a href="#">[1]</a>	Destroy	PER3010
Time Cards	Record of time worked by employees.	5 Years	Destroy	PER6000
University Medical Records	Files of medical charts for students, university employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence.	6 Years	Shred	PER4010
Wage and Fringe Benefit Surveys - Classified Staff	Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage	3 Years	Destroy	PER9900

and fringe benefit programs.

W-4 Forms

Forms completed by employee showing federal tax withholding exemptions.

Active + 6 Years

Destroy

PER1030

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