




Arizona State Library, Archives and Public Records

General Records Retention Schedule for All State Agencies Human Resources/Personnel Records

Schedule Number:
000-09-155

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**


Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 10/6/09

**General Retention Schedule for
All State Agencies
Human Resources/Personnel Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Employee Personnel Records (including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions and pre-employment background records) a. Official copy b. Supervisor's copy	5 -	After calendar year of termination Delete or destroy between 6 months and 5 years after termination or transfer
2.	Statistical Listings of Employees	-	After superseded or obsolete
3.	Position Descriptions (PDQs)	3	After superseded or position abolished, whichever comes first
4.	Requests for Classification of New Positions or Reclassification of Existing Positions	1	After request acted upon
5.	Grievance and Complaint Records	3	After resolved
6.	Hiring/Selection Records (including applications, selection, test scores, interview records, pre- employment background records and other related records for individuals not hired)	2.5	After calendar year created or received
7.	Unsolicited Applications	-	After administrative value has been served but no more than 2 years after calendar year received
8.	Equal Employment Opportunity Records (including reports)	3	After calendar year created or received

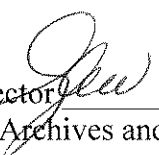
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9.	I-9 Forms	1	After employee termination, but not less than 3 years after date of hire
10.	Individual Employee Training Records (including certificates of attendance and other related records)		
	a. Law Enforcement Officers	5	After employee termination
	b. All Other Employees	3	After calendar training received
11.	Employee Tuition Refund Program Records	3	After fiscal year refund issued
12.	Occupational Safety and Health Records (including accident reports and annual summaries)	5	After calendar year created or received
13.	Employee Medical and Exposure Records (including lists of hazardous materials exposed to, pre-employment physicals, results of exams, medical opinions, diagnoses, employee medical complaints and other related records) *These records must be filed separately from the employee personnel file.	30	After calendar of employee termination
14.	Accident Prevention Program Records (including lists of first aid trained personnel)	1	After superseded or obsolete
15.	Group Insurance Records (agency copy)	1	After superseded or obsolete
16.	Reduction in Force (RIF) Records (including computation documentation and recap summaries)	5	After RIF completed or abandoned

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17.	Investigations of Personnel Matters (may result in discipline, or civil or criminal action)	5	After resolution or closure of investigation or after employee termination, whichever comes later
18.	Workers' Compensation Records (agency copy, official copy at Department of Administration (ADOA))	3	After employee termination
19.	Employee Summary Records (including name, dates of employment and job title of current and former employees, used to answer job reference questions)	15	After employee termination
20.	Family Medical Leave Act (FMLA) Records (including employee leave request forms, supporting documentation and other related records) Employee health records must be retained separately from the personnel file with the employee health and exposure records.	3	After calendar year created, received or leave expired, whichever is later
21.	Affirmative Action Questionnaires	5	After calendar year created or received
22.	Employee COBRA Decline Notice Records	2	After calendar year terminated
23.	Americans with Disabilities Act (ADA) Records	3	After action taken or case settled
24.	Unemployment Claims and Appeals Records	2	After action taken

Supersedes schedule dated July 3, 2007

GladysAnn Wells, Director 
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