

**Washington State College of Ohio
Human Resources Record Retention Schedule**

Records	Description of Record	Period of Retention	Form of Retention	Method of Destruction**
Accident Reports	Report of information relative to an accident and/or injury on the job, e-mail	Indefinitely	Electronic	None
Employee Selection	Employment Applications and resumes (unsolicited)	1 Year	Hard Copy or Electronic	Destroy
	Advertisements	3 years	Hard Copy or Electronic	Destroy
	Application Files, incl. application form, resume, test results, referral and interview data			
	E-Mail			
	Letters of Reference			
	Position Description			
Position Posting Request				
Active Personnel Files	Change of Address Forms	Active + 6 years	Electronic	N/A
	Performance Evaluations/Commendations/Disciplinary			
	Compensation Memorandums			
	Confidentiality Agreement			
	Contracts			
	Court Documents			
	E-Mail			
	Hire Forms			
	Military Documents			
	Offer of Employment			
	Payroll Actions			
	Personal Data Summary			
	Personnel Action Forms			
	Retirement File			
Resume/Application/Internal Bids				
Transcript Request Forms/Transcripts				

W-2s and W-4s

ADA Cases	Case files for employees covered by ADA, e-mail	Act+7	Electronic	Destroy
Alien Certification Files	Records of employee requests made to the Dept. of Labor and Immigration and Naturalization for work certification	6 years	Hard Copy or Electronic	Destroy
Benefit Documentation	Annual Reports	Act +6	Electronic	Destroy
	Billings		Electronic	Destroy
	E-Mail		Electronic	Destroy
	Insurance Enrollment Forms		Electronic	Destroy
	Notice or Reportable Events		Electronic	Destroy
	Summary Plan Descriptions		Electronic	Destroy
COBRA Documents	Letters to eligible participants, acceptance/decline notices, premium payment records, e-mail	Indefinitely	Electronic	Destroy
Declination Files	Contracts, recommendations, letters of people who have declined positions	3 years	Electronic	Destroy
EEO Civil Rights and Title VII Files	Notice of complaints/dismissals and hearing information, e-mail	7 years after resolution	Electronic	Destroy
EEO and Title IX Discrimination Complaint	Official EEO discrimination complaint files containing documents relating to EEO complaints and internal	7 years after resolution	Electronic	Destroy

EEO Statistic Files	Employment statistics relating to race and gender, includes EEO workforce composition reports, e-mail	7 Years	Electronic	Destroy
EEO Training Evaluations	EEO training evaluations for various EEO awareness training classes (i.e. sexual harassment awareness training, EEO	7 Years	Electronic	Destroy
Employee Evaluations	Full-Time Employees	Active Year + 6 Years	Electronic	Delete
	Part-Time Employees			
Family Medical Leave Documentation	E-mail	Act+3 years	Electronic	Destroy
	Physician certifications			
	Records of any disputes			
	Records of premium payments			
	Reports			
Faculty Employment Reports	Requests for leave	Active Year + 6 Years	Electronic	Shredded
	Term & Year Teaching Assignments			
	Term & Year Advisory Assignments			
	Administrative Duties & Public Service			
	Employee Rank			
	Advancement Paperwork			
HR Procedure Memos	Faculty Load	7 Years - updated as new procedure is received. One copy is maintained in a Historical File.	Electronic	Destroy
	Memos reflecting changes in HR procedure, e-mail			

I-9's	Establishes eligibility for employment	The longer of 3 years or 1 year after separation of employment	Electronic	Destroy
Layoff Documentation	Printouts, rosters, correspondence documenting layoffs. Pertinent employee data, date of hire, classification	5 years	Electronic	Destroy
Leave Record	Documentation of sick leave, vacation, personal leave. Includes hiring date, longevity date, amount of sick leave	Active + 6	Electronic	Destroy
Non-EEO Internal Investigations	Investigation files relating to non-EEO, non-discriminatory investigations	Retain 7 years after resolution	Hard Copy or Electronic	Destroy
OSHA/PERRP Documents	Annual Summary of injuries and illnesses	5 Years	Electronic	Destroy
	E-mail	5 Years	Electronic	
	Log of occupational injuries and illnesses	5 Years	Electronic	
	Medical records and records of exposure to toxic substances	30 years from the date of	Electronic	
	Supplemental Log	5 Years	Electronic	

Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, 403b or 457 accounts, etc.	Active + 6 years	Electronic	Destroy
Personnel Requisitions	Departmental request placed whenever a position within the department becomes vacant	3 years	Electronic	Destroy
Position Descriptions	Correspondence or e-mails regarding the nature of the description	Retain until superseded or replaced then retain for 3 years. Maintain one copy in a historical file.	Electronic	Destroy
Record of Disciplinary Actions (e.g. reprimands, suspension, and/or investigation reports)	A record of oral or written reprimand and suspension removed from the employee's personnel file pursuant to Policy & Procedure Manual 4.312	No retention	Electronic	Destroy
Organization Charts	Table of organizations for each department of the College	Maintain 1 copy in historical file	Electronic & Computerized	Destroy
Training Files	Files which contain information regarding training that an employee has attended (Includes a brief description of the seminar), e-mail	Active + 3	Electronic	Destroy

Tuition Reimbursement, Employee Fee Waiver, & Spouse & Dependent Fee Waiver Forms	Forms requesting reimbursement or waiver of fees, e-mail	Retain until employee terminates then retain for 1 year	Electronic	Destroy
Unemployment Compensation	Files regarding unemployment disputes, e-mails, claim reports, amount of compensation paid	6 years	Electronic	Destroy
Workers' Compensation Reports	Forms and Email.	7 Years	Electronic	Destroy

NOTES:

*****"Destroy" means deletion, if an electronic record. Hard documents will be shredded in the HR Office or via approved documentation destruction signed certification**

Storage Location	Review Completed
Maxient	TRUE
OnBase/Google Drive	TRUE
OnBase/Shared Drive	TRUE
OnBase	
	TRUE



OnBase	TRUE
HR Office/OnBase	TRUE
OnBase/Bernie Portal	
	TRUE
OnBase	TRUE
OnBase	TRUE
OnBase	TRUE
Maxient/Google Drive/OnBase	TRUE



Colleague	TRUE
Onbase/ vector Solutions	TRUE
HR OnBase	TRUE
OnBase	
	TRUE
OnBase	TRUE
OnBase	TRUE

OnBase	TRUE
OnBase	TRUE
Self Service	TRUE
Google Drive/OnBase	TRUE
HR/Google Drive	TRUE

Colleague/OnBase	TRUE
OnBase	TRUE
Intranet/OnBase	TRUE
OnBase	TRUE
Intranet/Shared Drive	TRUE
OnBase	TRUE

OnBase	TRUE
OnBase	TRUE
OnBase	TRUE

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