

State General Schedule 4 - Personnel Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

Unless otherwise noted, retention begins when records are considered closed (when the normal business process has concluded).

NOTE: The [Bureau of Human Resources](#) is the official recordkeeper of personnel records. Examples of records kept by BHR include: Personnel Records (transaction records only) retained for 60 years once file becomes inactive; Classification files 30-40 years. Individual agencies must keep employee records or have access to electronic records for the determined retention periods below.

Series	Title	Description	Retention
GS4.1	Administrative Report of Work Content (FJA-1)	Individual job description/task statements for each position in State service. A new FJA-1 is prepared whenever duties are changed. BHR will maintain grieved FJA for 3 years following resolution of grievance; all other FJA's (agency copies and BHR record) may be replaced whenever changes are made in job.	Retain until updated then destroy
GS4.2a	Class Specifications (Appealed)	Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work Content (FJA-1), appeals and award decisions, Bulletin Announcement, PER-50, and related documents and correspondence. Also, JA-20 and cover form to FJA-1 material. Agencies are not responsible for maintaining appeal materials.	Retain until updated then destroy
GS4.2b	Class Specifications (Not Appealed)	Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work content (FJA-1), Bulletin Announcement, PER-50, and related documents and correspondence. Also, JA-20 and cover form to FJA-1 material.	Retain until updated then destroy

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Series	Title	Description	Retention
GS4.3	Employee Health Records (Routine)	Records relating to the health of employees (not covered by Employee Medical and Exposure Records or other series). Records may include: ergonomic assessments (for routine prevention and if non-injury-related); ADA accommodation records; documentation of known medical conditions (for awareness in case of medical emergency); documentation of ongoing medical treatment (if necessary for job performance/reasonable accommodation); requests/approvals for use of Family and Medical Leave Act (FMLA). May be used to verify eligibility for sick leave, workers' compensation benefits, FMLA, ADA accommodation requests; and supporting medical documentation.	Retain as part of Personnel Folder - 10 years after separation from State service, then destroy.
GS4.4	Employee Medical and Exposure Records	These are occupational medical records retained for employees potentially exposed to toxic or hazardous substances. Exposure records may include (but not limited to): Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; material safety data sheets indicating that the material may pose a hazard to human health. Medical records may include (but not limited to): medical and employment questionnaires or histories; results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes, and recommendations; employee medical complaints.	Retain 30 years after separation from State service then destroy (per OSHA requirement 29 CFR 1910.1020)

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Series	Title	Description	Retention
GS4.5	Employee Personnel Records	<p>Records include: applications, salary history, disciplinary records, performance appraisals, job histories, leave authorizations, termination documents, related documents, and correspondence.</p> <p>Retention and management instructions: When an employee transfers to another state agency, the complete personnel folder transfers to the new agency. When an employee terminates (is no longer an employee of State government) the last employing agency will be responsible for retaining employee personnel records for 10 years (after termination). If an employee returns within those 10 years, the file becomes reactivated.</p> <p>Note: Employee disciplinary records should be removed from an employee file as directed by collective bargaining contracts. Upon removal, the disciplinary record should be moved into a separate file and retained there for its remaining retention period before destruction.</p>	See Description for Retention Requirements
GS4.6	Employee Recruitment and Hiring Records	All records which document the selection process and justify the selection decision, including but not limited to: Job announcements and postings; Job description and qualifications; Eligibility lists for specific positions; Applications, resumes and test results; Applicant profile data; Scoring, ranking and selection criteria; Interview questions and evaluations; Background and criminal history checks; Reference check questions and answers.	Hired Candidates: transfer records to the employee's official personnel file. Non-hires: Retain 3 years after completion of recruitment/hiring process then destroy (unless grieved). If grieved destroy 3 years after resolution of grievance.
GS4.7	Employee Suggestion Program	All documentation regarding an agency's Employee Suggestion Program. May include applications, correspondence, award ceremony documentation and evaluations.	Retain adopted suggestions 6 years then destroy; retain non-accepted suggestions 1 year, then destroy
GS4.8	Employee Training Records	All certifications, certificate, and related documentation, for employee required/state training.	Retain 4 years after employee leaves state service then destroy

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Series	Title	Description	Retention
GS4.9	Employment Eligibility Verification (Form I-9)	Completed I-9 forms (federal employment eligibility verification forms) and related records for each agency employee.	Retain until employee leaves state service plus 3 years from date of hire or 1 year after separation, whichever occurs later then destroy
GS4.10	Grievance/Investigation Case Records	Agency copies of grievances made by employees against an agency or investigations by agency against an employee, including initial statements, responses, appeals, decisions, and supporting materials such as correspondence, exhibits, depositions, notes, recordings, transcripts, referrals, appeals, and copies of arbitration decisions.	Retain 3 years after final resolution then destroy
GS4.11	Human Resource Profile	See General Schedule 3 (Payrolls and Authorizations Series). This form is frequently treated by State agencies as part of the employee's payroll record, because it is the document used to authorize change/increase in rate of pay.	Retain 3 years then destroy
GS4.12	Incident File Records	Records of employee commendation/counseling; corrective action memos; related correspondence between employer and employee.	Destroy after yearly performance appraisal has been prepared and grievance deadline has expired, unless grieved. If grieved, destroy 3 years after resolution of grievance.
GS4.13	Leave Files	Requests and authorizations for vacation, compensatory, sick, and other types of authorized leave, and supporting documentation.	Retain as part of Personnel Folder - 10 years after separation from State service, then destroy.
GS4.14	Position Detail Record	Computer-generated history of each position in State service. Shows current and previous incumbents, salary scale, and classification.	Retain until updated then destroy

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Series	Title	Description	Retention
GS4.15	Supervisors Files on Individual Employees	Items which should be kept in a supervisory folder include the following: current job description; current performance review; any commendations/counseling's done within the last year (initialed by employee); copy of any disciplinary actions taken within the last year (unless the problem is ongoing) - original goes to agency HR; any documentation of meetings held, memos to staff, etc. (initialed by employee). Items which a supervisor should not keep include the following (these are retained by agency HR): doctor's notes or medical records, FMLA forms, and reasonable accommodation requests.	See Description for Retention Requirements Note: These are copies retained by individual supervisors. Agency HR keep required employee personnel files for the agency per this schedule.
GS4.16	Workers Compensation Files for State Employees	Employer's First Report of Occupational Injury, Employee's Report of Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandum of Payment or Notice of Controversy Form, Informal Conference Report, Medical Reports, and related correspondence.	Retain until employee leaves state service