

Departments' Retention of Human Resources Documents

Departments need to review files and take appropriate action according to the retention and destruction guidelines. Destruction of records must be cleared through the University Records Management Office. Questions pertaining to records management should be addressed to Dennis Taylor, University Records Manager at (864)656-4751, td@clemsn.edu.

DOCUMENT TYPE

ACADEMIC

INSTITUTIONAL RESEARCH CERTIFICATION OF CREDENTIALS AND QUALIFICATIONS FOR A FACULTY APPOINTMENT	ORIGINAL Deans Office COPY Institutional Research and Provost	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=11241
OFFER LETTER/ACCEPTANCE LETTER	ORIGINAL Deans Office	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=11241
OFFICIAL TRANSCRIPT	ORIGINAL Deans Office	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=11241
RESUME, COVER LETTER, VITAE	ORIGINAL Deans Office	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=11241
TENURE AGREEMENT FORM	ORIGINAL Deans Office	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=11241
UNCLASSIFIED EMPLOYMENT APPLICATIONS (HIRED)	ORIGINAL	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=04669
UNCLASSIFIED EMPLOYMENT APPLICATIONS (NOT HIRED)	ORIGINAL	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=90003

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DOCUMENT TYPE

CLASS & COMPENSATION

AWARDS AND BONUSES	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08154
ORGANIZATIONAL CHART	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08157
PERFORMANCE INCREASE	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08154
POSITION DESCRIPTIONS (PDs)	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08149
REQUEST FOR BASE SALARY CHANGE FOR FILLED POSITIONS ONLY (Former form name REQUEST FOR SALARY APPROVAL)	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08154
REQUEST TO RECRUIT POSITON APPROVAL FORM / REQUEST TO FILL POSITION APPROVAL FORM (Former form name REQUEST TO RECRUIT OR FILL POSITION)	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08156

DATABASE AND RECORDS

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DOCUMENT TYPE

DUAL EMPLOYMENT REQUEST FORM	COPY	Office of Human Resources Internal Retention Guidelines: Retain until no longer needed for reference; destroy
I - 9 FORMS AND SUPPORTING DOCUMENTATION	Copy	Office of Human Resources Internal Retention Guidelines: 2 weeks following completion; destroy
INTERNATIONAL HIRE FORM	COPY	Office of Human Resources Internal Retention Guidelines: 2 weeks after hire date; destroy
JOB EVALUATION FORM (JEF)	COPY	This document follows the same retention as the following schedule for tempoary grant documents: http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08159
LETTER OF RESIGNATION	COPY	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=11241
TEMPORARY GRANT FILE	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08159

EMPLOYEE RELATIONS

EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM FORM (EPMS)	COPY	Office of Human Resources Internal Retention Guidelines: Retain until no longer needed for reference; destroy.
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DOCUMENT TYPE

INCIDENT REPORTS (INDIVIDUAL NOTES OF REPORTED INCIDENTS)	ORIGINAL	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=00846
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LEAVE

ANNUAL LEAVE REPORTS	ORIGINAL	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=13409
FAMILY MEDICAL LEAVE ACT (FMLA) DOCUMENTATION	COPY	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=13410
LEAVE POOL DOCUMENTATION	COPY	CU 00844 LEAVE-TRANSFER PROGRAM FILES Description: Document the University's leave-transfer program. Series includes Receive Request forms, Donate Request forms, and computer printouts reflecting information taken from the forms. Retention: 3 years; destroy.
LEAVE REQUEST USED FOR HOUSING, & FACILITIES EMPLOYEES	COPY	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=13410
REQUEST FOR EXTENDED LEAVE WITHOUT PAY (LWOP) DOCUMENTATION	COPY	http://media.clemson.edu/library/records_management/0000GeneralSchedules.pdf#nameddest=13410

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DOCUMENT TYPE

TIMESHEETS	ORIGINAL	CUAAAD-10 EMPLOYEE TIMESHEETS Description: Timesheets/cards are maintained by the various administrative departments and are used to detail the hours worked over a two-week period. Retention: 3 years, destroy. Schedule approved 7/26/1988
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PAYROLL

SPECIAL PAY	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=00682
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RECRUITMENT

CLASSIFIED EMPLOYMENT APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	COPY	http://media.clemson.edu/library/records_management//0000GeneralSchedules.pdf#nameddest=11241
OFFER LETTER/ACCEPTANCE LETTER	COPY	http://media.clemson.edu/library/records_management//0000GeneralSchedules.pdf#nameddest=11241
REQUEST TO RECRUIT OR FILL A POSITION FORM (OLD FORM AS OF 2009)	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08156
STUDENT INCREASES	COPY	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08155

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DOCUMENT TYPE

UNCLASSIFIED EMPLOYMENT APPLICATIONS (HIRED)	ORIGINAL	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=04669
UNCLASSIFIED EMPLOYMENT APPLICATIONS (NOT HIRED)	ORIGINAL	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=90003
UNCLASSIFIED NON ACADEMIC APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	COPY	http://media.clemson.edu/library/records_management//0000GeneralSchedules.pdf#nameddest=11241

RETIREMENT

ACTIVE MEMBER BENEFICIARY FORM	COPY	Office of Human Resources Internal Retention Guidelines: 2 weeks following completion; destroy
ELECTION OF NON MEMBERSHIP	COPY	Office of Human Resources Internal Retention Guidelines: 2 weeks following completion; destroy
ENROLLMENT FORMS	COPY	Office of Human Resources Internal Retention Guidelines: 2 weeks following completion; destroy