

Employees' Retention of Human Resources Documents

Employees may wish to maintain their human resources related documents for reference. Employees should safeguard this information due to personal identification. Retention: Keep until no longer needed.

DOCUMENT TYPE

CLASS & COMPENSATION

POSITION DESCRIPTIONS (PDs)	COPY
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DATABASE AND RECORDS

CERTIFICATES AND AWARDS	ORIGINAL
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LETTER OF RESIGNATION	COPY
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EMPLOYEE RELATIONS

DISCIPLINARY LETTER/ACTIONS AND WARNINGS FOR SUBSTANDARD PERFORMANCE	COPY
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EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM FORM (EPMS)	COPY
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INCIDENT REPORTS (INDIVIDUAL NOTES OF REPORTED INCIDENTS)	ORIGINAL
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INSURANCE

ACCIDENT DISMEMBERMENT AND LOSS SIGHT FORM	COPY
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ACKNOWLEDGEMENT OF INSURANCE AVAILABILITY	COPY
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AFLAC INSURANCE APPLICATION	COPY
BASIC AND DEPENDENT LIFE NOTICE OF CONTINUATION	COPY
COBRA NOTICE OF ELECTION	COPY
COBRA NOTICES	COPY
EMPLOYMENT VERIFICATION RECORD	COPY
INCAPACITATED CHILD CERTIFICATION FORM	COPY
INSURANCE CORRESPONDENCE TO EMPLOYEE	ORIGINAL
INSURANCE EMAILS/DOCUMENTATION	ORIGINAL
LIFE INSURANCE PORTABILITY AND CONVERSION RULES	COPY
LIVING BENEFIT OPTION FORM	COPY
LONG TERM DISABILITY APPLICATIONS AND SUPPORTING DOCUMENTATION	COPY

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NOTICE OF ELECTION (NOE) AND SUPPORTING DOCUMENTATION	COPY
OPTIONAL LIFE PORTABILITY FORM	COPY
PERSONAL HEALTH APPLICATION FOR LIFE INSURANCE	COPY
RATE SHEETS	COPY
RETIREE BENEFITS CHECKLIST FOR INSURANCE	COPY
RETIREE INSURANCE ELIGIBILITY RULES	COPY
RETIREE INSURANCE IMPORTANT POINTS	COPY
RETIREE NOTICE OF ELECTION (NOE)	COPY
RETIREMENT INSURANCE OPTIONS SUMMARY	ORIGINAL
SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) TIME PURCHASE VERIFICATION	COPY
STUDENT CERTIFICATION FORM	COPY

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DOCUMENT TYPE

SUMMARY OF CHANGE AND SUPPORT DOCUMENTATION	COPY
SUPPLEMENTAL LONG TERM DISABILITY (SLTD) - MEDICAL QUESTIONNAIRE FOR LATE ENTRANTS	COPY
SUPPLEMENTAL LONG TERM DISABILITY INSURANCE (SLTD) ENROLLMENT FORM	COPY
TERMINATION NOTICE OF ELECTION	COPY

LEAVE

ANNUAL LEAVE REPORTS	COPY
FAMILY MEDICAL LEAVE ACT (FMLA) DOCUMENTATION	COPY
LEAVE POOL DOCUMENTATION	COPY

RECRUITMENT

CLASSIFIED EMPLOYMENT APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	COPY
OFFER LETTER/ACCEPTANCE LETTER	COPY

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DOCUMENT TYPE

UNCLASSIFIED NON ACADEMIC APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	COPY
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RETIREMENT

ENROLLMENT FORMS	COPY
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SUPPLEMENTAL RETIREMENT DOCUMENTS (401k, 403b, 457 PLANS)	COPY
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