

# Personnel File Retention

## CU 04669 PERSONNEL FILES (Active and Inactive)

Description: Records are created by the Office of Human Resources to document personnel files of current and former employees of the university. Information consists of employment applications, letters of recommendation, employee awards, resumes, and performance appraisals. Series may also include Employee Profile, dual employment information, separation records, and related correspondence.

Retention: 15 years after termination of employment; destroy.

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### DOCUMENT TYPE

#### CLASS & COMPENSATION

AWARDS AND BONUSES	COPY
PERFORMANCE INCREASE	COPY
REQUEST FOR BASE SALARY CHANGE FOR FILLED POSITIONS ONLY (Former form name REQUEST FOR SALARY APPROVAL)	COPY
REQUEST TO RECRUIT POSITON APPROVAL FORM / REQUEST TO FILL POSITION APPROVAL FORM (Former form name REQUEST TO RECRUIT OR FILL POSITION)	COPY

#### DATABASE AND RECORDS

CERTIFICATES AND AWARDS	COPY
CONDITIONAL EMPLOYMENT AGREEMENT (TEMPORARY EMPLOYEMENT) - NO LONGER GENERATED, OLD FORMS MAY BE LOCATED IN THE PERSONNEL FILE	ORIGINAL

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### DOCUMENT TYPE

DUAL EMPLOYMENT REQUEST FORM	ORIGINAL
HIRE APPOINTMENTS (CUBS' PERSONNEL JOB AUDIT PRINTOUTS)	ORIGINAL
INTERNATIONAL HIRE FORM	COPY
LETTER OF RESIGNATION	ORIGINAL
NEW EMPLOYEE ORIENTATION ACKNOWLEDGEMENT (NO LONGER GENERATED, OLD FORMS MAY BE LOCATED IN THE PERSONNEL FILE)	ORIGINAL
PERSONNEL ACTION	ORIGINAL
PERSONNEL ACTIONS (402 FORMS) - OLD FORMS NO LONGER USED, SOME MAY BE LOCATED IN THE PERSONNEL FILE	ORIGINAL
PERSONNEL JOB AUDIT REPORTS BY INDIVIDUAL - No longer generated, prior printouts maintained in the personnel file.	ORIGINAL
TERMINATION/RETIREMENT (CUBS' PERSONNEL JOB AUDIT PRINTOUTS)	ORIGINAL

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### DOCUMENT TYPE

#### EMPLOYEE RELATIONS

DISCIPLINARY LETTER/ACTIONS AND WARNINGS FOR SUBSTANDARD PERFORMANCE	ORIGINAL
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM FORM (EPMS)	ORIGINAL

#### IDENTIFICATION

BIRTH CERTIFICATIONS	COPY
DRIVER'S LICENSES	COPY
I - 94 CARD	COPY
PASSPORT	COPY

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### DOCUMENT TYPE

PERMANENT RESIDENT CARD	COPY
SOCIAL SECURITY CARD	COPY
VISA	COPY

### INSURANCE

ACCIDENT DISMEMBERMENT AND LOSS SIGHT FORM	COPY
ACKNOWLEDGEMENT OF INSURANCE AVAILABILITY	COPY
AFLAC INSURANCE APPLICATION	COPY
BASIC AND DEPENDENT LIFE NOTICE OF CONTINUATION	COPY

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### DOCUMENT TYPE

BENEFITS STATEMENTS (CUBS)	ORIGINAL
CERTIFICATION REGARDING TOBACCO USE	COPY
COBRA NOTICE OF ELECTION	COPY
COBRA NOTICES	COPY
DEPENDENT SOCIAL SECURITY CARD	COPY
DISABILITY APPROVALS/DENIALS	COPY
DISABILITY PAYMENTS REPORTS	COPY
DOMESTIC RETURN RECEIPTS	ORIGINAL
EMPLOYMENT VERIFICATION RECORD	COPY

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### DOCUMENT TYPE

FRINGE BENEFITS MANAGEMENT COMPANY (FBMC) TERMINATION NOTICE	COPY
INCAPACITATED CHILD CERTIFICATION FORM	COPY
INSURANCE CORRESPONDENCE TO EMPLOYEE	COPY
INSURANCE EMAILS/DOCUMENTATION	COPY
INSURANCE MEMOS AND CORRESPONDENCE FROM OTHER DEPARTMENTS	COPY
INSURANCE REFUNDS REQUEST FORM	COPY
LIFE INSURANCE PAYMENT REPORTS	COPY
LIFE INSURANCE PORTABILITY AND CONVERSION RULES	COPY
LIVING BENEFIT OPTION FORM	COPY

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### DOCUMENT TYPE

LONG TERM DISABILITY APPLICATONS AND SUPPORTING DOCUMENTATION	COPY
NEW EMPLOYEE ORIENTATION (NEO) CHECKLIST FOR BENEFITS	ORIGINAL
NOTICE OF ELECTION (NOE) AND SUPPORTING DOCUMENTATON	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

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### DOCUMENT TYPE

RETIREE NOTICE OF ELECTION (NOE)	COPY
RETIREMENT INSURANCE OPTIONS SUMMARY	COPY
SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) SERVICE MATRIX	COPY
SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) TIME PURCHASE VERIFICATION	COPY
STATE OPTIONAL LIFE AND SUPPLEMENTAL LONG TERM DISABILITY (SLTD) WAIVER FORM	COPY
STUDENT CERTIFICATION FORM	COPY
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



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### DOCUMENT TYPE

TERMINATION NOTICE OF ELECTION	COPY
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### LEAVE

FAMILY MEDICAL LEAVE ACT (FMLA) DOCUMENTATION	ORIGINAL
LEAVE POOL DOCUMENTATION	COPY AT COMPLETION, TO BE REPLACED BY THE CENTRAL HR ORIGINAL AT THE END OF THE CALENDAR YEAR
REQUEST FOR EXTENDED LEAVE WITHOUT PAY (LWOP) DOCUMENTATION	ORIGINAL
REQUESTS FOR SABBATICAL LEAVE AND SUPPORTING DOCUMENTATION	COPY

### PAYROLL

SPECIAL PAY	ORIGINAL
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### DOCUMENT TYPE

#### RECRUITMENT

CLASSIFIED EMPLOYMENT APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	ORIGINAL
EXCEPTIONAL HOURLY RATE FOR STUDENTS (STUDENTS INCREASES)	COPY
OFFER LETTER/ACCEPTANCE LETTER	ORIGINAL / SOME OLD FILES MAY HAVE A COPY, OR MAY NOT HAVE THE OFFER LETTER
REQUEST TO RECRUIT OR FILL A POSITION FORM (OLD FORM AS OF 2009)	COPY
STUDENT INCREASES	ORIGINAL and ONLINE
UNCLASSIFIED NON ACADEMIC APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	ORIGINAL

#### RETIREMENT

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### DOCUMENT TYPE

ACTIVE MEMBER BENEFICIARY FORM	COPY
AUTHORIZATION OF RELEASE OF INFORMATION	COPY
CERTIFICATION OF TRUST	COPY
CLEMSON UNIVERSITY RETIREMENT- TERI PROGRAM	ORIGINAL
COPIES OF BIRTH CERTIFICATES FOR EMPLOYEE AND BENEFICIARY	COPY
DOCUMENTS CERTIFYING MILITARY SERVICE (DD-214, ETC)	COPY
DOCUMENTS PERTAINING TO SERVICE DATE ADJUSTMENTS	COPY
ELECTION OF NON MEMBERSHIP	COPY
EMPLOYER CERTIFICATION OF LAST DAY PAID	COPY

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### DOCUMENT TYPE

EMPLOYER DESCRIPTION OF DISABILITY APPLICANT'S JOB	COPY
EMPLOYER DISABILITY EMPLOYMENT STATUS REPORT	COPY
ENROLLMENT FORMS	COPY
MEMBERS DISABILITY REPORT	COPY
MONTHLY SERVICE CREDIT MATRIX	COPY
NOTIFICATION OF EMPLOYED RETIREE	COPY
PENSION WITHHOLDING CERTIFICATION/AUTOMATIC DEPOSIT AUTHORTIZATON	COPY
POLICE OFFICERS' RETIREMENT SYSTEM (PORS) APPLICATION FOR DISABILITY RETIREMENT	COPY
POLICE OFFICERS' RETIREMENT SYSTEM (PORS) APPLICATION FOR SERVICE RETIREMENT	COPY

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### DOCUMENT TYPE

REFUND REQUEST	COPY
REQUEST FOR PUBLIC/EDUCATION SERVICE VERIFICATION	COPY
REQUEST FOR SERVICE PURCHASE COST	COPY
REQUEST FOR STATE OPTIONAL RETIREMENT PROGRAM (ORP) SERVICE VERIFICATION	COPY
RETIREMENT NOTICE/ENDING TEACHER AND EMPLOYEE RETENTION (TERI) NOTICE	COPY
SERVICE PURCHASE ESTIMATES	COPY
SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) DISABILITY APPLICATION	COPY
SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) SERVICE RETIREMENT APPLICATION	COPY
STATE OPTIONAL RETIREMENT PROGRAM (ORP) ACTIVE GROUP LIKE BENEFICIARY DESIGNATION	COPY

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STATE OPTIONAL RETIREMENT PROGRAM (ORP) NOTICE OF TERMINATION OR CHANGE	COPY
STATE OPTIONAL RETIREMENT PROGRAM (ORP) VENDOR ENROLLMENT FORM	COPY