

# Supervisors' Retention of Human Resources Documents

Supervisors may wish to maintain files for their reference that contain human resources information for the employees they directly or indirectly supervise. Supervisors should safeguard employee related information due to personal identification.

## DOCUMENT TYPE

### CLASS & COMPENSATION

|                             |      |  |
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| POSITION DESCRIPTIONS (PDs) | COPY | Office of Human Resources Internal Retention Guidelines: Until superseded or no longer needed for reference; destroy |
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### DATABASE AND RECORDS

|                       |      |  |
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| LETTER OF RESIGNATION | COPY | Office of Human Resources Internal Retention Guidelines: Until no longer needed for reference; destroy |
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### EMPLOYEE RELATIONS

|  |      |  |
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| DISCIPLINARY LETTER/ACTIONS AND WARNINGS FOR SUBSTANDARD PERFORMANCE | COPY | Office of Human Resources Internal Retention Guidelines: Until no longer needed for reference; destroy |
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| EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM FORM (EPMS) | COPY | Office of Human Resources Internal Retention Guidelines: Until no longer needed for reference; destroy |
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| INCIDENT REPORTS (INDIVIDUAL NOTES OF REPORTED INCIDENTS) | ORIGINAL | Office of Human Resources Internal Retention Guidelines: Until no longer needed for reference; destroy |
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### LEAVE

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| ANNUAL LEAVE REPORTS | COPY | Office of Human Resources Internal Retention Guidelines: 3 years; destroy |
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| FAMILY MEDICAL LEAVE ACT (FMLA) DOCUMENTATION | COPY | Wage and Hour Division, Department of Labor Guidelines: no less than 3 years; destroy |
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### RECRUITMENT

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| OFFER LETTER/ACCEPTANCE LETTER | COPY | Office of Human Resources Internal Retention Guidelines: Until no longer needed for reference; destroy |
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