

Personnel General Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Office of Record	Retention	Notes	MDAH #
Active Employees	Human Resources	Hold original or authenticated reproduction until employee is separated; then transfer to Personnel Files – Separated Employees. Active personnel files may be routinely purged of the following material 3 years after receipt: Request for Leave, Cumulative Leave Records, and Attendance Records.		G14
Applications for Employment-Not Hired	Human Resources, Department Offices	Hold original or authenticated reproduction 3 years, and then destroy confidentially.		G16
Biographical Information	Office of Origin	Retain 1 year after creation; transfer to University Archives.		5630

Corrective Action Documentation	Office of Origin	Retain 5 years after termination of corrective action; then destroy.	One copy sent to Human Resources to be maintained as part of permanent personnel files.	5632
Disciplinary Action Documentation	Office of Supervisor, Other offices related to action	Retain 5 years after termination of employment; then destroy.	One copy sent to Human Resources to be maintained as part of permanent personnel files.	5633
Faculty Promotion, Tenure, and Review-Departmental Files	College/Department Performing Review	Retain 5 years after receipt of approval of tenure from President's Office by Dean and/or candidate. Then, add approval letter to employee file and return binder/presentation materials to candidate. Destroy all other materials.	Access should be limited to review committee members during the period of review and associated department chair/dean. Review committee chair is responsible for assuring destruction of relevant records of the committee.	G14 & G15
Grievance Records	Office of Origin, AA/EEO, Human Resources	Retain 5 years after final decision on the grievance; then destroy.	Does not include formal complaints filed with the Equal Employment Office of the U.S. Department of Labor.	G326
License and Driving Records Verification	Office of Origin	Retain 3 years after verification; then destroy.		G98
Mail-Forwarding Addresses	Office of Origin	Retain 1 year; then destroy.		5634

Payroll Records- Department Copy	Office of Origin	Destroy when no longer needed.	Time sheets/cards for personnel being paid in whole or in part from grant funds may be required to be kept for a period of 10 years beyond the end of the original grant. For example, if a grant was issued in 1980 and lasted for ten years until 1990, the payroll records could not be destroyed until 2000. Destroy confidentially at the end of that time. See also: Financial Records - Grant Financial Records	G137
Payroll Records - State funded employees	Office of Origin	Agencies whose employees are funded through federal funds or private grants hold files seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.	Time sheets/cards for personnel being paid in whole or in part from grant funds may be required to be kept for a period of 10 years beyond the end of the original grant. For example, if a grant was issued in 1980 and lasted for ten years until 1990, the payroll records could not be destroyed until 2000. Destroy confidentially at the end of that time. See also: Financial Records - Grant Financial Records	G137

Payroll Records – Federally Funded	Office of Origin	Hold time sheets/cards for personnel being paid in whole or part from grant funds in the current files area as required by the granting agency, then dispose. Hold all other payroll files in the current files area 3 years, then dispose. Audit must have been released 3 years prior to disposal.	Time sheets/cards for personnel being paid in whole or in part from grant funds may be required to be kept for a period of 10 years beyond the end of the original grant. For example, if a grant was issued in 1980 and lasted for ten years until 1990, the payroll records could not be destroyed until 2000. Destroy confidentially at the end of that time. See also: Financial Records - Grant Financial Records	G138
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Payroll Records-Work Study Students (Department Copy)	Office supervising work-study employee	Destroy when no longer needed.		G138
Payroll Records-Work Study Students (Official Copy)	Student Employment Office	Student Employment Office will hold files seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.		G138
Performance Appraisals-Staff and Non-Tenure Track Faculty	Office of Origin	Hold original or authenticated reproduction until employment is separated; then transfer to Personnel Files – Separated Employees. Retain for 3 years and then destroy confidentially.		G14
Separated Employees	Human Resources	Original or authenticated reproduction of Personnel Files may be destroyed after 6 years PROVIDED personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history and termination date. This information is maintained by the State	Personnel files for separated employees may be transferred to the University Archives for storage until the expiration of the six-year period. All files transferred to the University Archives MUST contain certification from Human Resources that personnel summary data has been prepared for all files dated prior to 1978.	G15

		Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of 55 years. Personnel summary data may be retained in any format and media.		
Signature on File Cards	Controller's Office	Hold official record of the signature on file cards in the Controller's Office 5 years, then destroy.		5751