

	Doc Type	Keyword Name	Optional Keyword Dropdown List	Document Examples (not limited to)	Retention
Personnel File (public record)	HR PF Appointment and Salary Documentation	HR Appointment and Salary Type	AMCP Letter Equity Letter CWA Contract Increases Other salary/appointment memo FTE Hire Checklist HR PAR Reclassification Letter Reemployment of Retired Faculty and Staff FLSA Transition Notifications OPERS Service Calculator		Active + 6
	HR PF Disaster Designation				Until Superseded
	HR PF Discipline	HR Discipline Type	Admin Leave DCC Development Plan Final Warning Letter Of Counsel/Coaching PIP Suspension Written Notice (First)	Documented Constructive Counseling First Written Notice Performance Improvement Plans Warning Letters Coaching letters Paid Administrative Leave Suspension Notifications	Active + 6
	HR PF File Requests			Request to examine personnel file	3 years

Personnel File (public record)	HR PF Job Application Materials	HR Job Application Type	Application Cover Letter Letter of recommendation Resume Position Referral Request	Interview Notes (if hired)	Active + 6
	HR PF Legacy Documents			Scanned Documents from Legacy System	
	HR PF Medical Certifications			Chemical and blood borne pathology safety certificate Medical Certification	Active + 6
	HR PF Minor Documentation			Consent for Use of Information and Persona of a Minor Minor Wage Agreement Minor's policy Parent/Guardian Consent form Standards of Behavior (CCC) Standards of Behavior (non-CCC) Work Permit (14-17 years of age)	3 years
	HR PF Offer Letter (Signed)	Personnel Type	Faculty GA Staff Student		Active + 6
HR PF Performance Management	HR Performance Type	360 Review Letters, Complaint Letters, Congratulatory Midyear Review Probationary Review (CCS) Self-Assessment Yearend Review		5 years	

Personnel File (public record)	HR PF Policy Acknowledgements	HR Policy Type	Alternative Arrangement Agreement To Comply With Nepotism Policy Code of Responsibility For Security And Confidentiality Of Student Information Ethics Acknowledgement Fraud Acknowledgement Grad Payroll Form Nepotism Disclosure Policy Acknowledgement	Uniform Policy, Signed Paid External Consulting Form	Active + 6
	HR PF Position Description (Signed)				3 years
	HR PF Professional Certifications			Awards, certifications, achievements, trainings Education records (any records other than directory information) Test Results (non-medical)	Active + 6
	HR PF Separation Documentation			Retirement RIF Termination letter Transfer documentation	Active + 6
	HR PF Work Agreements			Flexible Work Arrangement Agreement Request for Course Enrollment During Regularly Scheduled Work Hours Staff External Work Approval Request	5 years
Payroll Processing Documents	HR PR Additional Pay	HR Add Pay Type	Awards Cell Phone/Internet ODP Supplemental Compensation		5 years

	HR PR Forms			Sick Leave Conversion Enrollment Form Student Life Meal Enrollment Form Vacation Donation Form	Active + 6
	HR PR Timekeeping			Jury Duty Letter Sick Leave Conversion letters Convert overtime to comp time form com time payout	1 year
Controlled Access documents	HR CA Hire Data Worksheet				30 days
	HR CA I-9				Active + 3
	HR CA Immigration	HR Immigration Type	F1 H1B Actual Wage Worksheet H1B Approved eRequest H1B Approved eRequest - Premium Processing H1B Department Agreement Form H1B Export Control Form Invitation Letter J1 Departure Form J1 DS-2019 J1 English Verification Form J1 Letter of Support J1 Salary Report J1 Shipping Packet OPT (Option Practical Training) Signed Invitation Letter Signed Letter of Support TN	Final determination of documents listed in key words listed to the left	Active + 3

	HR CA Vol Self ID		Disability EEO		3 years
--	-------------------	--	-------------------	--	---------