

File/Location	Document Examples	Retention Rate	Disposition
College/Unit/Manager Working File	Asbestos Awareness Certificate Communication about a hire Copies of Accident Reports sent to OHR Ergonomic Assessment Key Requests/Check out forms Leave Forms and documentation Release from Responsibility, Assumption of Risk, and Waiver for Volunteers Participating in Activities	1 year	SHRP
OHR - Background Check	Background check results - -	3 years	OHR Background Checks hr-backgroundchecks@osu.edu
OHR - Benefits	Benefits Election Forms From SSA-1945: Statement Concerning job not covered by Social Security OPERS Exemption Form	Various Active +6 Active +6	OHR Benefits hr@osu.edu
OHR - Integrated Disability	ADA Reasonable Accommodation notices FML Approval Notices FML Designations FML Return to work forms Injury Accident Reports	3 years	OHR IAMVS hr-integrateddisability@osu.edu

SHRP/HRP Employee Relations File	<p>Corrective Action packet requests</p> <p>Grievances</p> <p>Investigation notes</p>	<p>Active +6</p> <p>Active +6</p> <p>Active +6</p>	<p>OHR Employee and Labor Relations hr-elr@osu.edu</p>
SHRP/HRP Search File	<p>Interview evaluations</p> <p>Reference Checks</p>	<p>3 years (for non-hired, if hired should be in personnel file)</p>	SHRP
SHRP/HRP Working File	<p>Communication about a hire (emails with salary info, start dates, funding source)</p> <p>Exit Interviews</p> <p>HRA (if printing for future reference)</p> <p>Reclassification and Equity Packet for HRA</p>	<p>Active +6</p> <p>Active +6</p> <p>5 years - Archives advises not to print</p> <p>Active +6</p>	SHRP
OAA	<p>Application for Professional Leave</p> <p>Faculty and Tenure Records</p> <p><i>University Promotion and Tenure files are reviewed at approved or denied at multiple levels. The final and official promotion and tenure file are maintained and archived as part of the process in the Office of Academic Affairs (OAA). OAA will archive the files with final letters electronically with the University Archives. The units should not maintain a local copy as it is not the official document. Should the need for the file arise you can contact OAA and they will retrieve the file from Archives for the department and arrange for the unit to receive a copy.</i></p>		<p>OAA houser.73@osu.edu</p>

