

**Alcoholic Beverage Control (ABC) Boards
Records Retention Schedule Amendment**

Amending the Alcoholic Beverage Control (ABC) Boards Records Retention and Disposition Schedule published February 2, 2009.

STANDARD 5. PERSONNEL RECORDS

Amending item 19 **Employee Eligibility Records** as shown on substitute page 38.

APPROVAL RECOMMENDED

Chief Administrative Officer



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, ABC Board



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

Board Name

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	EDUCATIONAL LEAVE AND REIMBURSEMENT FILE	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning disapproved requests 6 months after disapproval.	
15.	EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion. See also EMPLOYMENT APPLICATIONS AND RESUMES item 31, page 41.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 44. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
16.	EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
17.	EMPLOYEE BENEFITS REGISTER	Destroy in office after 2 years.	
18.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program or until audited, whichever is later.	
19.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification forms (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.