

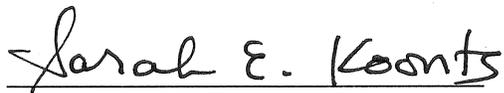
**County Board of Elections  
Records Retention Schedule Amendment**

Amending the County Board of Elections Records Retention and Disposition Schedule published April 4, 2012.

**STANDARD-5: Personnel Records**

Amending Item 19 **Employee Eligibility Records** as shown on substitute page 59.

**APPROVAL RECOMMENDED**



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



Kim Westbrook Strach, Executive Director  
State Board of Elections



Susan W. Kluttz, Secretary  
Department of Cultural Resources

**ACKNOWLEDGED (AGREED TO COMPLY)**

\_\_\_\_\_  
County Board of Elections, Director

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Chairman, County Board of Elections

November 7, 2014

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County/Region

ITEM #	STANDARD-5: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	
18.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 67. b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*	
19.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (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. (NOTE: In accordance with U.S. Department of Justice memo dated February 18, 1988, signed by John R. Schroeder, election judges and poll workers are exempt from completing I-9 forms.)	8 USC 1324a(b)(3)
20.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 67. b) Destroy in office all remaining records after 1 year.	
21.	<b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 67. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative/reference value ends." Please use the space provided.*