

**County Veterans Services
Records Retention Schedule Amendment**

Amending the County Veterans Services Records Retention and Disposition Schedule published November 1, 2004.

STANDARD 4. PERSONNEL RECORDS

Amending item 20 **Employee Eligibility Records** as shown on substitute page 22.

APPROVAL RECOMMENDED

County Veterans Services Officer



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County

ITEM #	STANDARD-4. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	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.	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
16.	EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
17.	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	Destroy in office when superseded or obsolete.	
18.	EMPLOYEE BENEFITS REGISTER	Destroy in office after 3 years.	
19.	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.	
20.	EMPLOYEE ELIGIBILITY RECORDS 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.	8 USC 1324a(b)(3)
21.	EMPLOYEE EXIT INTERVIEW RECORDS	Destroy in office when administrative value ends or 3 years, whichever occurs first.	

**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 RECORDS item 11, page 17.*