


**Local Health Department  
Records Retention Schedule Amendment**

Amending the Local Health Department Records Retention and Disposition Schedule published September 7, 2007.

**STANDARD 5. PERSONNEL RECORDS**


Amending item 21 **Employee Eligibility Records** as shown on substitute page 38.


**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Penelope Slade-Sawyer, Director  
DHHS, Division of Public Health

  
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Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

  
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Aldona Z. Wos, M.D., Secretary  
Department of Health and Human Services

  
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Susan W. Kluttz, Secretary  
Department of Cultural Resources

**ACKNOWLEDGED (AGREED TO COMPLY)**

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Director, Local Health Department

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Chairman, Local Health Dept. Board

November 7, 2014

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County/Region

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p><b>EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS</b> Records concerning certification or qualification as required for employment, continued employment, or promotion.</p> <p>See also <b>EMPLOYMENT APPLICATIONS AND RESUMES</b> item 15, page 37.</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 43.</p> <p>b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.</p>	
18.	<p><b>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.</p>	Destroy in office when superseded or obsolete.	
19.	<b>EMPLOYEE BENEFITS REGISTER</b>	Destroy in office after 2 years.	
20.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p>	Destroy in office 3 years after completion, denial, repayment, and removal from program.*	
21.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification forms (I-9) forms.</p>	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)
22.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 48, page 43.</p> <p>b) Destroy all remaining records in office after 1 year.</p>	

\*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page vii.

<sup>1</sup>See "DHHS Records Retention and Disposition Schedule for Grants". This document is published semiannually by the DHHS Controller's Office.