

**Local Management Entity (LME)
Records Retention Schedule Amendment**

Amending the Local Management Entity (LME) Records Retention and Disposition Schedule published October 26, 2011.

STANDARD 5. PERSONNEL RECORDS

Amending item 19 **Employee Eligibility Records** as shown on substitute page 50.

APPROVAL RECOMMENDED




B. Monica Hughes
DHHS Chief Records Officer




Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



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



Susan W. Kluttz, Secretary
Department of Cultural Resources

ACKNOWLEDGED (AGREED TO COMPLY)

Local LME Area Director

November 7, 2014

Area

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 55. b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*	
19.	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)
20.	EMPLOYEE EXIT INTERVIEW RECORDS	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 55. b) Destroy in office all remaining records after 1 year.	
21.	EMPLOYEE HEALTH CERTIFICATES 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 PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 55. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31

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

† 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.