

**Division of Mental Health, Developmental Disabilities, and Substance Abuse Services
Provider Agency Records Retention Schedule Amendment**

Amending the DMH/DD/SAS Provider Agency Records Retention and Disposition Schedule published October 26, 2011.

STANDARD 5. PERSONNEL RECORDS

Amending item 6 **Employee Eligibility Records** as shown on substitute page 36.

APPROVAL RECOMMENDED

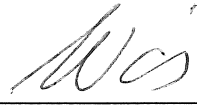


B. Monica Hughes
DHHS Chief Records Officer

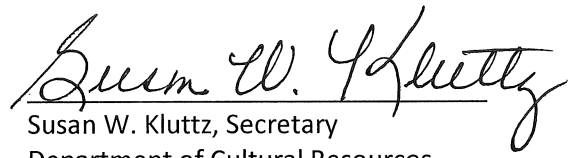


Sarah E. Koonts, Director
Division of Archives and Records


APPROVED



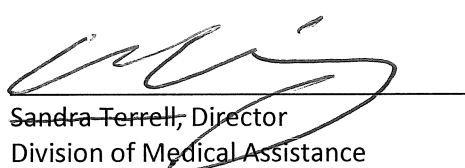
Aldona Z. Wos, M.D., Secretary
Department of Health and Human Services



Susan W. Kluttz, Secretary
Department of Cultural Resources



Courtney Cantrell, Director
Division of Mental Health, Developmental
Disabilities and Substance Abuse Services



Robin Cummings, Sandra Terrell, Director
Division of Medical Assistance

ACKNOWLEDGED (AGREED TO COMPLY)

Provider Agency, Director

Chairman, Provider Agency Board

November 7, 2014

Area

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	<p>EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion.</p> <p>See also EMPLOYMENT APPLICATIONS AND RESUMES item 18, page 40.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 27, page 43.</p> <p>b) Destroy in office all remaining records 2 years after resolution of all actions.</p>	
4.	<p>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.</p>	Destroy in office when superseded or obsolete.	
5.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 27, page 43.</p> <p>b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*</p>	
6.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (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)

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

† 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.