

**Public Hospitals
Records Retention Schedule Amendment**

Amending the Public Hospitals Records Retention and Disposition Schedule published May 13, 2002.

STANDARD 4. PERSONNEL RECORDS

Amending item 20 **Employee Eligibility Records** as shown on substitute page 17.

APPROVAL RECOMMENDED

Administrator
Public Hospital



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Board of Trustees/Directors



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

Official name of hospital or authority

ITEM #	STANDARD-4. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
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	Destroy in office when superseded or obsolete.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. §131E-97.1 and 257.2 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	Destroy in office when superseded or obsolete.	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 2 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, 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.	
22.	EMPLOYEE HEALTH CERTIFICATES. Includes health or physical examination reports or certificates created to aid in the selection, promotion, or transfer of the applicants or employees	Destroy in office after 2 years per 29 CFR 1602.31.	Comply with applicable provisions of G.S. §131E-97.1 and 257.2 regarding confidentiality of personnel records.

* 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. ADMINISTRATIVE AND MANAGEMENT RECORDS, item 37. Even though the retention period for any patient clinical record may have been met as described herein, if a notice of claim or lawsuit has been made, all patient clinical records pertaining to the case shall be retained until final disposition of the claim or litigation (including appeals).