

**Public Libraries
Records Retention Schedule Amendment**

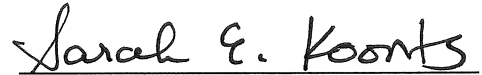
Amending the Public Libraries Records Retention and Disposition Schedule published October 12, 2009.

STANDARD 5. PERSONNEL RECORDS

Amending item 19 **Employee Eligibility Records** as shown on substitute page 40.

APPROVAL RECOMMENDED

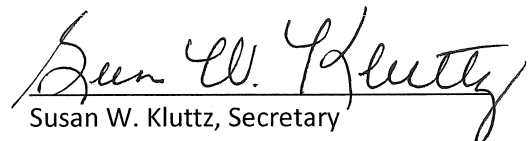
Library Director



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Library Board of Trustees



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County/Municipality/Region

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
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 45. 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 45. b) Destroy all other records in office 2 years after resolution of all actions.	29 CFR 1602.31
22.	EMPLOYEE MEDICAL RECORDS Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year. <i>Retention Note: Records must be maintained separately from an employee's personnel jacket.</i>	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910
23.	EMPLOYEE PENSION AND BENEFITS PLANS Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3

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