



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State and Local Agencies
Human Resources / Personnel Records**

**Schedule Number:
GS 1006 (revised)**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **Revision to Human Resources / Personnel Records Schedule GS 1006, dated 07/07/2016**

Records Analyst, Secretary of State: Ruben Vargas

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Records, and Arizona Capitol Museum:** Dr. Ted Hale

State Archivist, Secretary of State: Dr. Melanie Sturgeon

Record Series Electronically Approved in RSM Database

RECORDS MANAGEMENT CENTER

General Record Series 20686

10/7/2014

Affirmative Action / Equal Employment Opportunity Records

Description: including reports and supporting documentation but does not include specific charges, responses and case files (see Grievance and Complaint records (item #20704)). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after created or received.

General Record Series 20687

10/7/2014

Alcohol / Drug Testing Program Records - Cancelled or Negative Results

Description: including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after created or received.

General Record Series 20688

10/7/2014

Alcohol / Drug Testing Program Records - Positive Results

Description: including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after action taken in response to results is resolved.

General Record Series 20689

10/7/2014

Alcohol / Drug Testing Program Records - Records Related to Collection

Description: including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after test given.

General Record Series 20690

10/7/2014

Alcohol / Drug Testing Program Records - Forms from Previous Employers

Description: including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after received.

General Record Series 20691

10/7/2014

Americans with Disabilities Act (ADA) Records

Description: including requests for accommodation. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after completion of accommodation or case settled.

General Record Series 20692

10/7/2014

Benefit Enrollment Records

Description: including employee enrollment in medical, dental, life insurance, prepaid legal, beneficiary designation and other benefit options. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after employee terminated.

General Record Series 20693

10/7/2014

Civil Service / Merit Board / Personnel Board Records - Appeal Records

Description: including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes (See Retention Schedule for Management Records for retention of minutes and other Board related records). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after resolved.

General Record Series 20694

10/7/2014

Civil Service / Merit Board / Personnel Board Records - Litigation Records

Description: including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes (See Retention Schedule for Management Records for retention of minutes and other Board related records). *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after case closed.

General Record Series 20695

10/7/2014

Civil Service / Merit Board / Personnel Board Records - Merit System Rules Files

Description: including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes (See Retention Schedule for Management Records for retention of minutes and other Board related records). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value served.

Legal Citation: ARS §39-101, §41-151, §13-2407.

General Record Series 20696

10/7/2014

Classification / Market Study Records

Description: including studies and reports. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after superseded or obsolete.

General Record Series 20697

10/7/2014

Declaration of Gifts Records - Elected and Appointed Officials

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after term of office ended.

General Record Series 20698

10/7/2014

Declaration of Gifts Records - All Others

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after filed.

General Record Series 20699

10/7/2014

Department of Economic Security (DES) New Hire Reports (per ARS §23-722.01)

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after submitted.

General Record Series 20700

10/7/2014

Disability Records

Description: including short-term and long-term disability. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Years after claim closed.

General Record Series 20701

10/7/2014

Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records - Decline Notice Records

Description: including returned undeliverable notices. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after employee terminated.

General Record Series 20702

10/7/2014

Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records - All Others

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after either benefit terminated or coverage rejected.

General Record Series 30680

07/07/2016

Employee Exposure Records

Employee exposure record means a record containing any of the following kinds of information: (i) Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; (ii) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs; (iii) Material safety data sheets indicating that the material may pose a hazard to human health; or (iv) In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 30 Years after calendar year of event.

Legal Citation: 29 CFR 1910.1020 (5)(i)(ii)(iii)(iv).

General Record Series 30679

07/07/2016

Employee Medical Records

Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: (A) Medical and employment questionnaires or histories (including job description and occupational exposures), (B) The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an “employee exposure record”), (C) Medical opinions, diagnoses, progress notes, and recommendations, (D) First aid records, (E) Descriptions of treatments and prescriptions, and (F) Employee medical complaints. (ii) “Employee medical record” does not include medical information in the form of: (A) Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice; or (B) Records concerning health insurance claims if maintained separately from the employer’s medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.); or (C) Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence; or (D) Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer’s medical program and its records. For employees who have worked less than one year, see record series (30681) for Employee Medical Records Employed Less Than One Year. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 30 Years after termination of employment.

Legal Citation: 29 CFR 1910.1020 (6)(i).

General Record Series 30681

07/07/2016

Employee Medical Records – Employed Less Than One (1) Year

Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: (A) Medical and employment questionnaires or histories (including job description and occupational exposures), (B) The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an “employee exposure record”), (C) Medical opinions, diagnoses, progress notes, and recommendations, (D) First aid records, (E) Descriptions of treatments and prescriptions, and (F) Employee medical complaints. (ii) “Employee medical record” does not include medical information in the form of: (A) Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice; or (B) Records concerning health insurance claims if maintained separately from the employer’s medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.); or (C) Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence; or (D) Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer’s medical program and its records. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: Employer does not need to retain medical records if they are provided to the employee upon termination of employment.

Legal Citation: 29 CFR 1910.1020 (6)(i).

General Record Series 20704

10/7/2014

Employee Personnel Records - Official Copy

Description: for full-time, part-time, contract, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after employee terminated or term of office ended.

General Record Series 20705

10/7/2014

Employee Personnel Records - Supervisors' Records

Description: for full-time, part-time, contract, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Months after employee terminated or transferred.

General Record Series 20706

10/7/2014

Employee Personnel Records - Contract Employees

Description: for full-time, part-time, contract, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Years after final contract expired, cancelled or revoked.

General Record Series 20707

10/7/2014

Employee Recognition Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: After administrative value has been served.

General Record Series 20708

10/7/2014

Employee Suggestion Program Records

Description: including award program records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: After administrative value has been served.

General Record Series 20709

10/7/2014

Employee Summary Records

Description: listing of current and former employees including name, dates of employment and job titles used to answer job reference questions. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 15 Years after employee terminated.

General Record Series 20710

10/7/2014

Employee Survey / Questionnaire Records

Description: including attitude surveys, selective certification surveys, salary surveys and other surveys not filed with specific program records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: After administrative value has been served.

General Record Series 20711

10/7/2014

Employee Tuition Refund Program Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after fiscal year refund issued.

General Record Series 20712

10/7/2014

Examination Records - Booklets and Oral Board Questions

Description: Including, but not limited to, master booklet including development documentation. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after superseded or obsolete.

General Record Series 20713

10/7/2014

Examination Records - Answer Sheets

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after test administered.

General Record Series 20714

10/7/2014

Examination Records - Testing Administration Records

Description: including lists of individuals scheduled for exam. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after scheduled test date.

General Record Series 20715

10/7/2014

Examination Records - Oral Board Questions

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after created or received.

General Record Series 20716

10/7/2014

Family Medical Leave Act (FMLA) Records - Certification of Health-Care Provider Forms

Description: including employee leave request forms, supporting documentation and other non- medical related records. Employee certification and health records must be retained separately from the personnel file with the employee health and exposure records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Months after employee terminated.

General Record Series 20717

10/7/2014

Family Medical Leave Act (FMLA) Records - All Other Records

Description: including employee leave request forms, supporting documentation and other non- medical related records. Employee certification and health records must be retained separately from the personnel file with the employee health and exposure records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after created, received or leave expired, whichever is later.

General Record Series 20718

10/7/2014

Flexible Spending Account Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 7 Years after created or received.

General Record Series 20719

10/7/2014

Grievance and Complaint Records

Description: including Affirmative Action/ Equal Employment Opportunity (EEO) complaint and response records, Arizona Civil Rights Division (ACRD) charge and response records, employee relations issues and performance issues.

Retention: 3 Years after resolved.

General Record Series 20720

10/7/2014

Group Insurance Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after superseded or obsolete.

General Record Series 20721

10/7/2014

Hiring / Selection Records - Peace Officers (as defined by ARS §1-215)

Description: including job announcements, applications, selection, test scores, interview records, pre-employment background check records, affirmative action questionnaires and other related records for individuals not hired. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after position filled or abandoned.

General Record Series 20722

10/7/2014

Hiring / Selection Records

Description: including job announcements, applications, selection, test scores, interview records, pre-employment background check records, affirmative action questionnaires and other related records for individuals not hired. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years 6 Months after position filled or abandoned.

General Record Series 20723

10/7/2014

Individual Employee Training Records - Law Enforcement Officers

Description: including certificates of attendance and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after employee terminated.

General Record Series 20724

10/7/2014

Individual Employee Training Records - All Others

Description: including certificates of attendance and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after training received.

General Record Series 20725

10/7/2014

Insurance Policies (Contract with Insurance Company)

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Years after expired, canceled or revoked.

General Record Series 20726

10/7/2014

Investigations of Personnel Matters - Sustained

Description: including internal investigation records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after employee terminated or investigation resolved or closed, whichever comes later.

General Record Series 20727

10/7/2014

Investigations of Personnel Matters - Unsustained

Description: including internal investigation records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after investigation resolved or closed.

General Record Series 20728

10/7/2014

Investigation Records (From DMV) - Routine Department of Motor Vehicles (DMV) Reports, No Major Infractions

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 4 Years after received or superseded, whichever is first.

General Record Series 20729

10/7/2014

Investigation Records (From DMV) - Routine Department of Motor Vehicles (DMV) Reports, Serious Infractions

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: Transfer to personnel record.

General Record Series 20730

10/7/2014

I-9 Forms

Description: May also include Social Security Verification (SSA) records for individual employees.

Retention: 1 Year after employee terminated, but not less than 3 years after date of hire.

General Record Series 20731

10/7/2014

Job Announcements

Description: if filed separately from hiring / selection records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years 6 Months after position filled or abandoned.

General Record Series 20732

10/7/2014

Leave Records

Description: including compassionate leave, donated leave, military leave and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after fiscal year created or received.

General Record Series 20733

10/7/2014

Life Insurance Paid Claims

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 7 Years after fiscal year claim paid.

General Record Series 20734

10/7/2014

Merit Based Pay Funding Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after created or received.

General Record Series 20735

10/7/2014

Multi-Lingual Testing Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after test administered.

General Record Series 20738

10/7/2014

Out-of-Class Assignment Reports

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after created or received.

General Record Series 20739

10/7/2014

Pay Plan / Salary Schedule / Annual Salary Schedules Records

Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value served.

Legal Citation: ARS §39-101, §41-151, §13-2407.

General Record Series 20740

10/7/2014

Polygraph Records of Law Enforcement or Probation Officers - *Records Created or Received Before July 29, 2010*

Description: including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS §38-1101(N). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after either employee terminated.

General Record Series 20741

10/7/2014

Polygraph Records of Law Enforcement or Probation Officers - *Records Created or Received on or After July 29, 2010*

Description: including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS §38-1101(N). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after date appointed or hired and no more than 3 years and 90 days after date appointed or hired.

General Record Series 20742

10/7/2014

Position Descriptions

Description: Records describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (PDQs). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after either superseded or position abolished, whichever comes first.

General Record Series 20743

10/7/2014

Reduction in Force (RIF) Records

Description: including computation documentation and recap summaries. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after RIF completed or abandoned.

General Record Series 20744

10/7/2014

Requests for Classification of New Positions or Reclassification of Existing Positions

Description: including salary advancement records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after request acted upon.

General Record Series 20745

10/7/2014

Requests for Verification of Employment

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: After administrative value has been served.

General Record Series 20746

10/7/2014

Retirement Benefits Records - Any State-wide Retirement Fund Including Arizona State Retirement System (ASRS) and Public Safety Retirement System (PSRS) Records

Description: including self-insured public bodies. Including temporary hours reports. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after created or received.

General Record Series 20747

10/7/2014

Retirement Benefits Records - Self-Funded Retirement Records

Description: including self-insured public bodies. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 10 Years after death of beneficiary.

General Record Series 20748

10/7/2014

Retirement Systems Actuarial and Annual Reports

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after published.

General Record Series 20749

10/7/2014

Social Security Verification Records

Description: lists of social security numbers which have been verified with the Social Security Administration (SSA) with match or mismatch responses from SSA. Does not include individual responses. All mismatch responses require written documentation from office addressed to the employee. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after verification completed.

General Record Series 20750

10/7/2014

Special Work Assignment Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after approved or denied.

General Record Series 20751

10/7/2014

Statistical Listings of Employees

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: After superseded or obsolete.

General Record Series 20752

10/7/2014

Test Security Affidavits (School Districts and Charter Schools Only)

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Years after test administered.

General Record Series 20753

10/7/2014

Unemployment Claims and Appeals Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 2 Years after action taken.

General Record Series 20754

10/7/2014

Union / Collective Bargaining Records – Arbitration / Grievance Case Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 8 Years after case resolved.

General Record Series 20755

10/7/2014

Union / Collective Bargaining Records - Collective Bargaining Agreements

Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value served.

Legal Citation: ARS §39-101, §41-151, §13-2407.

General Record Series 20756

10/7/2014

Union / Collective Bargaining Records - Negotiation Records

Description: including workbooks and signed articles but excluding minutes. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 8 Years after created or received.

General Record Series 20757

10/7/2014

Union / Collective Bargaining Records - Election Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Years after election held.

General Record Series 20758

10/7/2014

Union / Collective Bargaining Records - All Other Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 1 Year after created or received.

General Record Series 20759

10/7/2014

Unsolicited Applications

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: After administrative value has been served.

General Record Series 20760

10/7/2014

Wellness Fair Records - Health Related Records for Employees

Description: records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 30 Years after employee terminated.

General Record Series 20761

10/7/2014

Wellness Fair Records - All Other Records

Description: records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 6 Years after event held.

General Record Series 20762

10/7/2014

Workers' Compensation Records - State Agency, Board and Commission Records

Description: agency copy, official copy at Department of Administration (ADOA). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after employee terminated.

General Record Series 20763

10/7/2014

Workers' Compensation Records - Billing Records (State Compensation Fund)

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after created or received.

General Record Series 20764

10/7/2014

Workers' Compensation Records - Denied Claims

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 3 Years after denied.

General Record Series 20765

10/7/2014

Workers' Compensation Records - Reports of Industrial Injury

Description: employer and supervisors' reports. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 5 Years after created or received.

General Record Series 20766

10/7/2014

Workers' Compensation Records - Case Records

Description: If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*

Retention: 75 Years after case closed.