

GENERAL SCHEDULE #7 - Human Resource Records

This Retention and Disposal Schedule revises and amends General Schedule #7 that was approved on September 15, 2011.

This Retention and Disposal Schedule covers **human resource records** that are common to most departments in state government. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of state government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Jan Winters, State Personnel Director
Civil Service Commission

8/21/2015

(Date)



Brice Sample, CRM, Manager
Department of Technology, Management and Budget, Records Management Services

8/26/2015

(Date)



Mark Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

9/15/15

(Date)



Thomas Quasarano, Assistant Attorney General
Department of Attorney General, State Operations Division

9/21/15

(Date)



Paul Green, Director of Administration
Office of the Auditor General

9/29/15

(Date)

APPROVED

State Administrative Board

11.17.15

(Date)

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

GS #7 General Schedule #7 - Human Resource Records

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------|--|---|--|----------------------|
| GS7.01 - | Personnel Files | These records document all human resources related transactions that occur during an employees' period of active employment. This includes documents in paper files and data and documents in the statewide personnel system that is owned by the Civil Service Commission. They may include resumes, applications, withholding cards, beneficiary designations, performance evaluations, pay adjustments, position action requests, name changes, service ratings, position action information, counseling and disciplinary documents (unless employee requests removal per contract or procedure), employment preference option documents, training documentation, related correspondence, life insurance and accidental duty death enrollment and beneficiary forms (supersedes item #GS4.E), notifications by employee of qualifying event (supersedes item #GS4.G), applications for continuation of insurance (COBRA) (supersedes item #GS4.L), copies of drivers' license, background checks, drug and alcohol test results, leave of absence documents, exit interviews, etc. Copies of these files that are maintained throughout the agency may be destroyed in accordance to the retention periods defined in General Schedule #1 - Non-records. NOTE: This record series applies to all employees (permanent and seasonal). | RETAIN UNTIL: employee makes a departure from the State of Michigan, other than a leave of absence PLUS: 7 years THEN: Destroy | 09/15/2011 |
| GS7.01A - | Personnel Records-- retain only the most current/applicable version of the form (supersedes General Schedule #4, | These records document select personnel transactions. The following documents may be retained in the personnel file, but only the most current/applicable version of the form needs to be retained, and previous (superseded) versions may be destroyed. Oaths of Office Address Changes Union Membership Applications and | RETAIN UNTIL: Superseded by a new version THEN: Destroy | 9/15/2011 |

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| | items B, I, J, K, M, N and R) | <p>Authorizations for Payroll Deduction Conflict of Interest and Disclosure State Employees Combined Campaign Current Deductions (paper records are obsolete) Payroll Deduction for Reserved Parking Assignment (when the records are maintained on-site by the Human Resources Office) State of Michigan United States Savings Bond Payroll Saving (when the records are maintained on-site by the Human Resources Office) Change of Payroll Deduction Forms (when the records are maintained on-site by the Human Resources Office) Motor Vehicle Driver Agreement Form Employee Personal Data Form Final Compensation Beneficiary Affidavit (CS-140a) Alternative Work Schedules Information Technology Acceptable Use Certification</p> <p>Note: Credit Union Payroll Deduction forms are obsolete and may be destroyed.</p> | | |
| GS7.01B - | Personnel Records-- retain the most current version plus one previous version of the form (supersedes General Schedule #4, items C, D, F, H, O and Q) | <p>These records document select personnel transactions. The following documents may be retained in the personnel file.</p> <p>Enrollment Applications for health, vision and dental care plans (when the records are maintained on-site by the Human Resources Office) Long Term Disability Plan Applications (CS-1691) (when the records are maintained on-site by the Human Resources Office) Group Accident Insurance Forms Payroll Direct Deposit Authorizations Final Compensation Beneficiary Designation (CS-140) Flexible Benefits Selection Form (when the</p> | <p>RETAIN: Current version of the form, and the most recent previous version THEN: Destroy</p> | 09/15/2011 |

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| | | records are maintained on-site by the Human Resources Office) | | |
| GS7.02 - | Selection Files | These records document the appointment and selection of individuals for state employment. This includes paper files and the statewide selection system. The statewide selection system is owned by the Civil Service Commission. They may include recall lists, transfer lists, seniority lists, vacancy reports, selection criteria, evaluation of candidates, position descriptions, applications, interview questions, reference checks, drug test results, rating forms, background checks, and appointment recommendations/notifications. | RETAIN UNTIL: Position is filled PLUS: 4 years THEN: Destroy | 12/02/2003 |
| GS7.03 - | Position Files | These records document the establishment, reclassifications, restriction, and modification of all state positions. They may include Position Action Requests, Position Descriptions, Applications for Classification Redetermination, related correspondence, compensation information, etc. | RETAIN UNTIL: Position code is no longer in use PLUS: 5 years THEN: Destroy | 12/2/2003 |
| GS7.04 - | Time and Attendance Records | These records document payroll activity within state agencies. They are maintained by pay period. This includes data in the statewide timekeeping and payroll system. They may include time and attendance reports, leave usage approvals, jury duty documents, overtime approvals, union leave documents, individual time sheets signed by employees, working out of class records, project pay records, warrant replacement requests, annual leave donation documents, etc. Note: These records may be found at individual worksites. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 12/02/2003 |
| GS7.05 - | Workers Disability Compensation Files | These records document Worker's Disability Compensation claims due to on-the-job injury or illness. They may include initial injury/accident claim forms, accident reports, notices of commencement of compensation payments, employee wage data, copies of time and attendance records, medical documentation | RETAIN UNTIL: Date of the injury PLUS: 20 years THEN: Destroy | 11/17/2015 |

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| | | and reports, related correspondence, Family Medical Leave Act information, etc. (MCL 418.231) | | |
| GS7.06 - | Request for Personal Services (CS-138) Files | These records document the hiring of contractual services provided by outside vendors. They may include the date the request was created and/or updated, the vendor and vendor ID, the amount requested for each independent contractor and special personal services, the effective and ending dates of the services requested, employees who may be affected by the hiring of a contractor, funding source, justification for requesting services, and other pertinent information as well as approval paths. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 12/02/2003 |
| GS7.07 - | Medical Records (Non-exposure) | These records document employee medical information pertinent to employment. They are maintained separately from the employee personnel file (see item #GS7.01). They may include medical leave applications, insurance forms (including long term disability forms), leave extension requests, medical certifications by physician, applications for continuation of insurances, doctor's releases, supporting medical documentation, blood tests, vision and hearing tests, LTD claims, FMLA documents, etc. See Item #GS7.16 for Medical Records where exposure to hazardous materials has occurred. | RETAIN UNTIL: Employee no longer works for the State of Michigan PLUS: 7 years THEN: Destroy | 12/02/2003 |
| GS7.08 - | Unsolicited Employment Applications/Resumes | These records document unsolicited applications and resumes that are received for positions that are open for hiring. | Immediately destroy upon receipt | 09/15/2011 |
| GS7.09 - | Grievance and Unfair Labor Practices Files | These records document grievances and charges filed against state agencies. They may include pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, decisions, etc. | RETAIN UNTIL: Case is closed PLUS: 7 years THEN: Destroy | 12/2/2003 |
| GS7.10 - | Supplemental Employment Files | These records document requests for approval to engage in supplemental employment activities. They may include requests, | RETAIN UNTIL: Date created | 12/02/2003 |

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| | | correspondence, etc. Some Human Resources offices maintain these documents in the employee's personnel file (see item #GS7.01). | PLUS: 3 years THEN: Destroy | |
| GS7.11 - | Unemployment Compensation Files | These records document unemployment compensation claims. They may include requests to Employer for Wage and Separation Information UA-555, Notice of Determination or Redetermination (UA-1302), check stubs, charge statements (US1136), Credit Statements (UA1137), Notice of Overpayment Adjustment (UA-1141), Notice to Employer of Receipt of Protest (UA1142), Earnings History Report, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 12/02/2003 |
| GS7.12 - | Union Contract Negotiation Files | These records document the negotiation of union contracts. They may include ground rules proposals/counter proposals, final contracts, secondary negotiations, meeting minutes and collective bargaining agreements, correspondence, etc. | RETAIN UNTIL: Contract expires PLUS: 3 years THEN: Destroy | 12/02/2003 |
| GS7.14 - | Discrimination Complaint Records | These records document the investigation into all discrimination complaints, including confidential employee sexual harassment complaints and claimant complaints. They may include completed questionnaires from management, staff, and/or witnesses to the alleged violation, correspondence, documents detailing the complaint, investigatory records, Department of Civil Rights documentation, litigation documentation from court systems, etc. | RETAIN UNTIL: Case is resolved PLUS: 7 years THEN: Destroy | 12/02/2003 |
| GS7.15 - | Reasonable Accommodation Files and Ergonomic Assessments (supersedes item #GS5.27) | These records document reasonable accommodation requests submitted by agency employees and ergonomic assessments. They may include Reasonable Accommodation Request forms (CS-1668), Reasonable Accommodation Evaluations (CS-1670), and Reasonable Accommodation Responses (CS-1669), medical documentation stating limitations, etc. | RETAIN UNTIL: Employee no longer works for the department receiving the request PLUS: 7 years THEN: Destroy | 09/15/2011 |

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| GS7.16 - | Medical Records (Exposure) | These records document employee medical information about exposure to hazardous materials. These records are maintained separate from the employee personnel file. They may include medical leave applications, insurance forms (including long term disability forms), leave extension requests, medical certifications by physician, application for continuation of insurances, doctor's release, supporting medical documentation, exposure documentation, blood tests, vision and hearing test, etc. See Item #GS7.07 for Medical Records where no exposure to hazardous materials has occurred. | RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy | 09/15/2011 |
| GS7.17 - | MIOSHA Log and Summary of Occupational Illnesses and Injury | These records document all recordable occupational injuries and illnesses occurring at worksites. They are maintained in accordance with 29 CFR 1904.2. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 12/02/2003 |
| GS7.19 - | School/Community Participation Leave Requests | These records document requests to use leave time to participate in authorized school or community activities. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy | 12/02/2003 |
| GS7.21 - | I-9 File (supersedes item #GS4.A) | These records document verification by employers of identity and immigration status of all new employees. They may include employment eligibility verification forms, optional supporting documentation, etc. 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms. | RETAIN UNTIL: Date of hire PLUS: 3 years OR RETAIN UNTIL: Termination PLUS: 1 year (whichever is later) THEN: Destroy | 09/15/2011 |
| GS7.22 - | Federal, State and Local Tax Withholding Forms | These records document the calculation of tax withholding. They may be maintained in the personnel file (see item #GS7.01) or electronically in HRMN. | RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy | 09/15/2011 |

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| | (supersedes item #GS4.P) | | | |
| GS7.23 - | Transfer Requests | These records document requests submitted by employees to be added to a transfer list. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 11/17/2015 |
| GS7.24 - | Investigation Files | These records document investigations into incidents or issues that do not lead to disciplinary action of an employee. Disciplinary records are maintained in the employee's personnel file. They may include correspondence, incident reports, supporting documentation, etc. ACT= until the investigation is closed. | RETAIN UNTIL: Investigation is closed PLUS: 3 years THEN: Destroy | 11/17/2015 |
| GS7.25 - | Employment Verification Records | These records document requests from outside parties to verify that a person is employed by the State of Michigan. | RETAIN UNTIL: Date created PLUS: 1 month THEN: Destroy | 11/17/2015 |
| GS7.26 - | Layoff Records | These records document the identification of employees who are scheduled for layoff or bumping. They may include layoff lists, seniority lists, vacancy reports, bump chains, histories, supporting documentation, etc. | RETAIN UNTIL: Date created PLUS: 8 years THEN: Destroy | 11/17/2015 |
| GS7.27 - | Equal Employment Opportunity (EEO) Records | These records document the efforts to ensure equal employment opportunities for individuals seeking employment with the State of Michigan. They may include EEOC information, civil rights complaints, MEEBOC recruitment files, interview files, UAR reports, etc. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 11/17/2015 |

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