

## **RECORDS RETENTION SCHEDULE**

### **Personnel Records**

The Appleton Area School District, in accordance with the Wisconsin Records Retention Schedule for School Districts prepared by the Wisconsin Department of Public Instruction Task Force, January 1990, and State Statutes, adopts the following modified Records Retention Schedule for Personnel Records. The Board recognizes that with adoption of this Schedule, this becomes the District's policy on record retention, destruction, and local preservation and/or the transfer of its personnel records to the Historical Society.

**Adoption Date: January 22, 2001**

**Amended Date: January 14, 2008**

# DOCUMENT RETENTION SCHEDULE

## Personnel Records

### 3.0 PERSONNEL RECORDS

#### 3.1.0 Employee Records

3.1.2.1. Teaching Certificates (including permits and certifications)	Permanent
3.1.2.2. Transcript of College Credit	Until termination
3.1.2.3. Certificate of Previous Experience	1 year after initial employment
3.1.2.4. Evaluation Records	10 years after date of retirement, resignation or termination
3.1.2.5. Individual Teaching Contracts	10 years after termination
3.1.2.6. Other Individual Employment Contracts	10 years after termination
3.1.2.7. Applications (Hired)	10 years after date of retirement, resignation or termination
3.1.2.8. Applications (Not Hired)	2 years
3.1.2.9. Immigration and Nationalization Service INS 9 Forms	3 years from date of hire, or one year after termination, whichever is later

#### 3.1.0 Medical Records

3.1.3.1. Physical Examinations	Until superseded
3.1.3.2. TB Tests	3 years or until superseded
3.1.3.3. Other Medical Records	3 years after separation
3.1.3.3.(a) Occupational Exposure to Bloodborne Pathogens	30 years beyond the duration of employment
3.1.3.4. Health & Dental Insurance Waivers	1 year after date of retirement, resignation or termination
3.1.3.5. Affirmative Action Files Sexual harassment and discrimination	Permanent
3.1.3.6. Arbitration Decisions - Negotiator	Permanent
3.1.3.7. Athletic Activity Contracts	6 years beyond date of initial contract
3.1.3.8. Classification Studies Description of job duties of individual school district positions	5 years from creation
3.1.3.9. Disability Insurance Claims Claims filed by employees for disability insurance program.	7 years after final settlement of claim
3.1.3.10. Eligibility Register Lists of job applicants who have qualified for positions within district	Retain until 3 years after job has been filled
3.1.3.11. Employee Deficiency/Termination Reports	5 years after termination
3.1.3.12. Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years
3.1.3.13. Fair Labor Standards Act Salary schedules, employee classification, compensation periods, work schedules/periods	Permanent
3.1.3.14. Grievance Files Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	7 years from date of filing
3.1.3.15. Insurance Certificates and Policies	6 years after expiration
3.1.3.16. Insurance Premium Reports	6 years from date of creation
3.1.3.17. Insurance Working Files	5 years from date of creation
3.1.3.18. Labor Union - Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.	6 years after expiration
3.1.3.19. Labor Union - Disputes	Permanent
3.1.3.20. Labor Union - Negotiations Minutes	Permanent
3.1.3.21. Non-Union Salary Determination Annual salary schedules for all non-union employees	6 years after expiration
3.1.3.22. Performance of Work Contracts	10 years after action completed.

\* Retention periods begin at the time the records are created.

\*\* Transfer the record to the State Historical Society if it will not be kept permanently by the district.

\*\*\* The EPA toxic Substance Contract Act requires 30-year retention for records of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.

- ✓ Records must be retained for 5 years after completion of the activity for which the grant was used.
  - 3.1.3.23. Personnel Files - Individual  
Containing applications, citations, medical records (physical exam certificates, etc.), personal history, employee references, and letters of appointment/promotion/termination/resignation. 10 years after date of retirement, resignation or termination
  - 3.1.3.24. Personnel Files - Summer School  
Applications, contracts and miscellaneous correspondence for summer employment 10 years after date of retirement, resignation or termination
  - 3.1.3.25. Personnel and Promotion List 3 years or until superseded
  - 3.1.3.26. Position Recruitment File  
Relating to posting, recruitment, selection, and appointment to each position. 3 years after date of recruitment
  - 3.1.3.27. Requisition For Personnel  
Request for personnel to fill job vacancies. Retain until 3 years after job is filled or the requisition is cancelled
  - 3.1.3.28. Substitute Teacher Reports 3 years from date of hire
  - 3.1.3.29. Unemployment Claims/Compensation  
Claims for unemployment 6 years after date of claim
  - 3.1.3.30. Summons/Pleadings, other Legal Documents Permanent
  - 3.1.3.31. Notices of Claims 7 years

### **Further Considerations**

The Age Discrimination in Employment act requires one-year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer-administered aptitude tests, and physical examination records.

Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disable applicants and employees.

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- \*\*\* The EPA toxic Substance Contract Act requires 30-year retention for records of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.
- ✓ Records must be retained for 5 years after completion of the activity for which the grant was used.