



## Arizona State Library, Archives and Public Records

### Records Retention Schedule for Northern Arizona University Department of Human Resources

Schedule Number: 999-09-97

#### Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule are not authorized to be destroyed.**

#### Approval Recommended

\_\_\_\_\_  
Diane Verkest, Director  
Northern Arizona University

#### Approved

\_\_\_\_\_  
GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved:

09/02/2009

**Records Retention Schedule for  
Northern Arizona University  
Department of Human Resources**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Employee Personnel File a. Official copy	5	After calendar year of termination or after software allows for the record to be deleted, whichever is later
	b. Supervisor's copy	-	Delete or destroy between 6 months and 5 years after termination or transfer or after software allows for the record to be deleted, whichever is later
2.	Reclassification of Existing Position Records	10	After reclassification completed
3.	Grievance Records	5	After action taken or grievance resolved
4.	Hiring Records (including lists, applications, selection, test scores, interview records and other related records)	2.5	After calendar year created or received or after software allows for the record to be deleted, whichever is later
5.	I-9 Forms (Proof of legal residency in US)	5	After employee termination or after software allows for the record to be deleted, whichever is later
6.	Occupational Safety and Health Records (including accident reports and annual summaries, OSHA log, OSHA 301 Incident report forms and related records)	5	After calendar year created or after software allows for the record to be deleted, whichever is later
7.	Workers Compensation Records and Employee Medical and Exposure Records (including lists of hazardous materials exposed to, pre-employment physicals, results of exams, medical opinions, diagnoses, employee medical complaints and other related records)	30	After calendar year of termination or after software allows for the record to be deleted, whichever is later

**Records Retention Schedule for  
Northern Arizona University  
Department of Human Resources**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
8.	Retirement Records	5	After employee retirement or after software allows for the record to be deleted, whichever is later
9.	Payroll Records (including all remuneration made to employees and all Social Security contributions and adjustments, employee registers, final calendar year-to-date payroll, quarterly tax reports, payroll addition / deduction records and W-2 records)	4	After fiscal year contributions were paid or after software allows for the record to be deleted, whichever is later

**Supersedes schedule dated August 12, 1998**