

# Human Resources

SCHEDULE No.	DESCRIPTION	RETENTION
<b>PER.ADM.01</b>	<p><b>EMPLOYEE FILES / PERSONNEL FILES</b></p> <p>Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, tax forms, payroll deduction authorizations, test and scores, retirement data, references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions. Health and benefit enrollment information.</p> <p>[*SEE ALSO EMPLOYEE RECORDS, ARTICLE 13.1 OF THE COLLECTIVE BARGAINING AGREEMENT]</p> <p><u>C = upon employee's separation from employment.</u></p>	<p>[PERMANENT*]  <u>C+ 1 year/Office</u></p> <p><u>39 years/</u>  <u>Records Center</u>  <b>(v)</b></p>