

# LAYDOWN

## 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>49 years/</u>  <u>Records Center</u></p> <p><b>(v)</b></p>
<b>PER.ADM.02</b>	<p><b>EMPLOYEE MEDICAL RECORDS</b></p> <p>Workers' Comp claims (copies), on-the-job accidents (copies), lost time documentation, pre-hire and periodic physical exams, medical history, correspondence with physicians. Family Medical Leave Act (FLMA); medical leave.</p> <p>Claim files see RSK.ADM.02 and RSK.ADM.05.</p> <p><u>C = upon employee's separation from employment.</u></p>	<p>[PERMANENT]  <b>(v)</b></p> <p><u>C+1[2]</u>  <u>year[s]/Office</u></p> <p><u>49 years/</u>  <u>Records Center</u></p> <p>Confidential  AS 40.25.120</p>