



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Background Checks - Passed

**CUTOFF:** Completion of Investigation

**DESCRIPTION:** Passed background checks of hired and non-hired individuals. Records include, but are not limited to, investigation records and resulting reports.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** See series 21573 for failed background checks. See series 21568 for background check authorizations of hired individuals.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21574

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Delinquent Tax Report Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records of compliance with Missouri law requiring that state employees must file state income tax returns and pay all state income taxes owed in order to maintain employment. Records include, but are not limited to: listings of employees with delinquent tax filing status and related documents. Records created pursuant to 105.262 RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21576

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Employee Evaluations

**CUTOFF:** End of Calendar Year in Which Evaluation is Completed

**DESCRIPTION:** Periodic assessments of employee performance used for performance planning and employee development. Records maintained pursuant to 5 CFR 293.404.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21577

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Employee Medical Records

**CUTOFF:** Separation from Employment

**DESCRIPTION:** Documentation of employee's work-related medical history. Records include, but are not limited to: examination records; Americans with Disabilities Act (ADA) compliance records; records of significant health or disability limitations related to job assignments; requests for reasonable accommodation and responses; fit for duty or work simulation test results; documentation of work-related injuries or illnesses; drug and alcohol testing records, first-aid incident records; physician statements; release consent forms; and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Records must be maintained separately from employee personnel records to ensure confidentiality per the Health Insurance Portability and Accountability Act of 1996, 45 CFR Parts 160 and 164, and the Americans with Disabilities Act, 42 U.S.C. Section 12112 (d)(3)(B).

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 23790

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Employment Applications - Not Hired

**CUTOFF:** End of Calendar Year in Which Position Closes

**DESCRIPTION:** Application records of individuals who were not hired. Records include, but are not limited to: application materials; required medical testing results or evaluations; questionnaires; failed background checks; background check authorizations; and related documentation. Records maintained pursuant to 29 CFR 1602.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** See series 21568 for applications of hired individuals.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21573

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Employment Verifications

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records of inquiries received and responses created to verify that an individual is or was employed. Records include, but are not limited to: employment verification forms; letters of inquiry from former employees, prospective employers, governmental agencies, or outside entities; salary or reference checks; and response letters. Records created pursuant to 290.152 RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24539

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Equal Employment Opportunity Commission - Affirmative Action Data and Materials

**CUTOFF:** Submission of Report

**DESCRIPTION:** Data collected by agencies necessary for the completion of a mandatory report to the Equal Employment Opportunity Commission. Records include, but are not limited to: demographic workforce data regarding race, ethnicity, sex, job category, and salary band. Records maintained per the Civil Rights Act of 1964, 42 U.S.C. 2000e-8(c), and 29 CFR 1602.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22947

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Exit Interviews

**CUTOFF:** Date of Separation

**DESCRIPTION:** Records created during an exit interview. Records include, but are not limited to: surveys, questionnaires, employer notes, and supporting documentation. Records maintained pursuant to 29 CFR 1602.31.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23404

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Family Medical Leave Act (FMLA) and Extended Leave Records

**CUTOFF:** Date of Return to Work

**DESCRIPTION:** Records of special leave taken by an employee for personal or family-related emergencies. Records include, but are not limited to, employee share leave documents, leave requests, Family and Medical Leave Act (FMLA) leave notices, medical certifications, documentation of leave time, and dispute records. Records maintained pursuant to 29 CFR 825.500(b).

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Records must be maintained separately from employee personnel records to ensure confidentiality per 29 CFR 825.500(g) and 29 CFR 1630.14(c)(1).

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 23148

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Foreign Labor Certification Public Access File (PAF)

**CUTOFF:** Separation from Employment

**DESCRIPTION:** Records of temporary (nonimmigrant) foreign workers that are required to be made available for public examination. Records include, but are not limited to: certified labor condition application (LCA); proof of prevailing wage; calculation of prevailing wage; proof of union and employee notification; summary of the benefits offered to U.S. workers in the same occupational classifications as foreign workers; and any other required documentation. Records created and maintained pursuant to 20 CFR 655.734 and 20 CFR 655.760.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Records can be destroyed one year from expiration or withdrawal of the LCA if no foreign workers were employed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24541

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Foreign Labor Certification Records

**CUTOFF:** Approval, Denial, or Withdrawal of Certification

**DESCRIPTION:** Records required for the authorization to hire nonimmigrant foreign-born or alien workers on a temporary or permanent basis. Records include, but are not limited to: documents submitted to U. S. Citizenship and Immigration Services (USCIS); copies of foreign workers' pay stubs; and related correspondence. Records created and maintained pursuant to 20 CFR 655 and 20 CFR 656.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** I-9 Forms are maintained under series 21570.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24540

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Hazardous Exposure Records

**CUTOFF:** Separation of Employment

**DESCRIPTION:** Records of exposure monitoring and incidents involving employee exposure to hazardous materials in the workplace. Records include, but are not limited to: incident reports, occupational injury reporting, and investigation records; employee identification and physical assessment forms; hazardous exposure records; physician statements; consent release forms; and related documentation or correspondence. Records are kept pursuant to 29 CFR 1910.1020(d)(1)(ii) and 1910.1025(n)(1)(iii).

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:** Records must be maintained separately from employee personnel records to ensure confidentiality per the Americans with Disabilities Act, 42 U.S.C. Section 12112 (d)(3)(B).

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21583

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** I-9 Files: Employment Eligibility Verification

**CUTOFF:** Date of Separation

**DESCRIPTION:** Documentation to verify the identity and employment authorization of individuals hired in the United States. Records include, but are not limited to, I-9 Forms and related documentation. Records maintained pursuant to 8 CFR 274a.2(2).

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** I-9 Forms must be retained for three years after the date of hire or one year after the date employment ends, whichever is later. I-9 Forms must be filed separately from employee personnel files.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21570

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Intern and Volunteer Files

**CUTOFF:** End of Internship or Volunteer Service

**DESCRIPTION:** Records related to intern or volunteer positions. Records include, but are not limited to: application documents; interview notes; project scope or assessments; reporting documentation required by school or organization; and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23982

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Personnel Files - Official Record

**CUTOFF:** Date of Separation

**DESCRIPTION:** Official documentation of employment history such as dates of hire/rehire, years of service, and reasons for separation. Records include, but are not limited to: application materials; background checks and tax compliance authorizations; training and education records pertinent to employment; documentation of personnel actions such as promotions, appointments, resignations, salary histories, garnishments or withholdings, and disciplinary actions; summary cards; records of grievances made by or against an employee; decisions rendered including records providing support for termination of employment; documentation of allegations of discrimination made by or against an employee; and related documentation or correspondence. Records maintained pursuant to 290.520 RSMo, 5 CFR 293, and 29 CFR 1602.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:** Employee benefit records are maintained by the agency that administers the benefits. At separation of employment, personnel files may be purged of non-essential materials or condensed into a summary card; however, termination records must be retained.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21568

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Recruitment Records

**CUTOFF:** Date Position Closes

**DESCRIPTION:** Records concerning an agency's efforts to fill open state employment positions. Records include, but are not limited to: formal requests to create, reclassify, or fill a position; advertising information; job announcements or postings; job descriptions; title of position; salary; educational and skill requirements; and application instructions. Records maintained pursuant to 29 CFR 1602.31.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23405

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Timekeeping and Attendance Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records used for timekeeping and payroll. Records include, but are not limited to: time entries, leave or compensatory time requests, balance or correction reports, documentation of employee and supervisory approval, source documentation, and related records. Records maintained pursuant to 290.520 RSMo and 29 CFR 516.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21579

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023