

RETENTION AND STORAGE OF PERSONNEL FILES1. College Human Resources Office

- a. Each year between July 1 and 31 reviews personnel folders.
- b. Removes from the active file and forwards to the District Human Resources Office in one group on or before August 1 folders for:
 - 1) Employees separated from the District between July 1 and June 30 of the prior school year (resigned, retired, dismissed, etc.).
 - 2) Temporary faculty who did not render service between July 1 and June 30 of the prior school year and who will not be re-employed during the current school year. Retain the file for any employee in this category if it is possible that employee may be re-employed during the year.

A list of files (last name, first name) should be included in each box.

Files are not to be forwarded at other times of the year.

- c. Folders are to be prepared as follows:
 - 1) Purged to remove temporary material and extra carbon copies (see list of material to be retained).
 - 2) Placed in manila, letter-size file folders with typed label (last name first).
 - 3) Alphabetized.

2. District Human Resources Office

- a. Throughout the year maintains list of separated personnel by location.
- b. Verifies receipt of folder for all monthly employees separated during prior fiscal year. Confirms contents prepared for storage and filming; adds personnel record card or copy of computer personnel history record to file.
- c. Personnel files will be converted to microfiche by District Human Resources Office when received. The original file will be retained for three years and then destroyed.

MATERIALS TO BE RETAINED3. Academic Employee Personnel Files

- a. Personnel Record Card or Personnel History Record
- b. Credential Card
- c. Termination Record
- d. Letter of resignation
- e. Retirement papers
- f. Letters of recommendation to a prospective employer
- g. Memos and/or letters regarding evaluation of work
- h. Request for leave of absence
- i. Application (put photo at end of application)
- j. Loyalty Oath
- k. Military Discharge
- l. Personnel Requisitions (discard duplicates)
- m. Contracts
- n. Salary Placements
- o. Applications for Reclassification on Salary Schedule
- p. Letters verifying experience

- q. Confidential Report

NOTE: Save documents involving court cases, litigation, etc.

MATERIALS TO BE RETAINED

4. Classified Personnel Files

- a. Personnel Record Card or Personnel History Record
- b. Termination Record
- c. Resignation
- d. Evaluation of Performance
- e. Letter from Board approving employment
- f. Personnel Requisitions
- g. Employment Data Forms
- h. Application
- i. Loyalty Oath
- j. Medical Questionnaire
- k. Health Questionnaire
- l. Correspondence

NOTE: Save documents involving court cases, litigation, etc.

5. Temporary (Part-time) Faculty Personnel Files

- a. Credential Card
- b. Teaching Assignment Certificate
- c. Personnel Requisitions (in reverse chronological order)
- d. Contracts
- e. Salary Placement Forms
- f. Work and Education Experience Forms
- g. Application
- h. Original Letter of Application and Resume
- i. Loyalty Oath
- j. Military Discharge
- k. Letters of Recommendation
- l. Termination Record or Letter of Resignation

NOTE: Save documents involving court cases, litigation, etc.