

RECORDS RETENTION SCHEDULE

Personnel Records

The District has adopted the Wisconsin Records Retention Schedule for School Districts, which includes Personnel Records as adopted by the Wisconsin Public Records Board and endorsed by the Wisconsin Department of Public Instruction, which is available for public inspection.

Adoption Date: January 22, 2001

Amended Date: **February 10, 2020**

3.0 Personnel Records

| 3.1.0 Employee Records | | Retention Period* | Historical Value** | Suggested Keeper of the Records |
|------------------------|--|--|--------------------|---------------------------------|
| 3.1.1 | Teaching Certificates (Including permits and certifications) | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.2 | Transcript of College Credit | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.3 | Certified Staff Certificates of Previous Experience | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.4 | Evaluation Records | 6 years after date of retirement, resignation, or termination | | Human Resources |
| 3.1.5 | Individual Teaching Contracts | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.6 | Other Individual Employment Contracts | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.7 | Applications (Hired) | 6 years after date of retirement, resignation, or termination | | Human Resources |
| 3.1.8 | Applications (Not Hired) | 3 years | | Human Resources |
| 3.1.9 | Immigration and Nationalization Services INS-9 Forms | 3 years from date of hire, or one year after termination, whichever is later | | Human Resources |
| 3.1.10 | Staff Accident Reports | 5 years after settlement | | Human Resources |
| 3.1.10.1 | Injury Claims | 5 years after settlement | | Human Resources |
| 3.1.10.2 | Workers Compensation | 5 years after settlement | | Human Resources |
| 3.1.10.3 | Public Liability | 5 years after settlement | | Human Resources |
| 3.1.10.4 | Settlements | 7 years after settlement | | Human Resources |
| 3.1.11 | Medical Records | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.11.1 | Physical Examinations | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.11.2 | TB Tests | 6 years after date of retirement, resignation, or termination. | | Human Resources |
| 3.1.12 | Health & Dental Insurance Waivers | 3 years after date of retirement, resignation or termination | | Human Resources |
| 3.1.13 | Affirmative Action Files | 7 years | | District Administrator |
| 3.1.14 | Arbitration Decisions - Negotiator | 7 years | | Human Resources |

3.0 Personnel Records

| 3.1.0 Employee Records (cont'd) | | Retention Period* | Historical Value** | Suggested Keeper of the Records |
|---------------------------------|---|---|--------------------|---------------------------------|
| 3.1.15 | Athletic Activity Contracts | 6 years after date of retirement, resignation or termination. | | Human Resources |
| 3.1.16 | Classification Studies – Description of job duties of individual school district positions. | 6 years from creation | | Human Resources |
| 3.1.17 | Disability Insurance Claims – Claims filed by employees for disability insurance program. | 6 years after final settlement of claim | | Human Resources |
| 3.1.18 | Eligibility Register – List of job applicants who have qualified for positions within district. | 3 years after job has been filled | | Human Resources |
| 3.1.19 | Employee Deficiency/Termination Reports | 6 years after retirement, resignation, or termination | | Human Resources |
| 3.1.20 | Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government | 3 years | | Human Resources |
| 3.1.21 | Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods | 6 years after retirement, resignation, or termination. | | Human Resources |
| 3.1.22 | Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases. | 10 years after date of settlement. | | Human Resources |
| 3.1.23 | Insurance Certificates and Policies | 6 years after expiration | | Human Resources |
| 3.1.24 | Insurance Premium Reports | 6 years from date of creation | | Human Resources |
| 3.1.25 | Insurance Working Files | 6 years from date of creation | | Human Resources |
| 3.1.26 | Labor Union – Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies. | Permanent | | Human Resources |
| 3.1.27 | Labor Union – Disputes | Permanent | | Human Resources |
| 3.1.28 | Labor Union – Negotiations Minutes | Permanent | | Human Resources |
| 3.1.29 | Non-Union Salary Determination – Annual salary schedules for all non –union employees. | 6 years after expiration | | Human Resources |
| 3.1.30 | OSHA – Employee Accident Reports | 3 years beyond date of accident | | Human Resources |
| 3.1.31 | OSHA – Employee Exposure Records+++ Any information concerning employees exposed to toxic substances or harmful physical agents. | 30 years after termination, resignation, or retirement | | Human Resources |

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| 3.1.0 Employee Records (cont'd) | | Retention Period* | Historical Value** | Suggested Keeper of the Records |
|---------------------------------|---|--|--------------------|---------------------------------|
| 3.1.32 | OSHA – Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints. | 30 years after termination, resignation, or retirement | | Human Resources |
| 3.1.33 | Performance of Work Contracts | 6 years after action completed | | Human Resources |
| 3.1.34 | Personnel Files – Individual Containing applications, accident reports, citations, medical records (physical exam certificates, etc.). personal history, employee references, and letters of appointments/promotion, termination/resignation | 6 years after date of retirement, resignation, or termination | | Human Resources |
| 3.1.35 | Personnel files – Summer School Applications/contracts and miscellaneous correspondence for summer employment. | 6 years after date of retirement, resignation, or termination | | Human Resources |
| 3.1.36 | Personnel and Promotion List | 6 years or until superseded | | Human Resources |
| 3.1.37 | Position Recruitment File – Relating to posting, recruitment, selection, and appointment to each position. | 6 years after date of recruitment | | Human Resources |
| 3.1.38 | Requisition for Personnel – Request for personnel to fill job vacancies. | Retain until 6 years after job is filled or the requisition is cancelled | | Human Resources |
| 3.1.39 | Substitute Teacher Reports | 3 years from date of hire | | Human Resources |
| 3.1.40 | Unemployment Claims/Compensation Claims for unemployment | 6 years after date of claim | | Business Office |
| 3.1.41 | Summons/Pleadings, Other Legal Documents | 7 years | | Human Resources |
| 3.1.42 | Notices of Claims | 7 years | | Business Office |

Further Considerations

The Age Discrimination in Employment Act requires one year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer–administered aptitude tests, and physical examination records

Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.