



## **CSU-HR007            Record Retention Policy**

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### **Overview**

Coppin State University's Office of Human Resources is committed to an effective and efficient record retention protocol that is in compliance with applicable federal and state laws as well as University System of Maryland policy. Record retention is managed in a way that preserves history, optimizes use of space, and ensures that university records are properly discarded when no longer needed.

### **Policy**

This policy sets forth the standards and procedures that govern the retention of university personnel records. For the purpose of this policy, a personnel record includes any record that is made, produced, executed or received by the Office of Human Resources. This policy applies to all records - paper or electronic.

### **Retention Periods**

**Table A**, attached hereto and incorporated herein by reference, identifies the minimum retention period for personnel records. Record retention periods are subject to change based on government regulation, judicial order, private or governmental contract, pending litigation, or audit requirements. Any such modifications supersede the requirements identified in this policy.

Please note that no document list can be exhaustive. The minimum retention period for a personnel record not identified on Table A shall be the retention period required by applicable law. Questions regarding the retention period for any specific document or class of documents not included in Table A should be addressed to the Office of Human Resources.

### **Disposal of Personnel Records**

University records may be discarded once the minimum retention period is reached, provided that (1) the disposal of the records complies with all legal, contractual or accreditation obligations; (2) the records to be disposed of do not relate to or contain information regarding a current, pending, or known potential litigation, investigation or audit involving the university; and (3) records containing student information, employee personnel information, or sensitive and/or confidential information are shredded or otherwise rendered unreadable prior to disposal.

The Chief Human Resource Officer (or designee) is responsible for ensuring that personnel records are retained or disposed of in a manner consistent with this policy.

**TABLE A**

Employee personnel files are retained for 10 years after separation. The retention of documents contained in the personnel file is as follows:

Record	Retention	Location
<b>Job Applications, resumes of candidates not hired</b>	3 years	Separate file
<b>Medical information</b> (i.e. accommodation requests, injury reports)	Same as personnel file Indefinite for Worker's Comp	Separate file
<b>Family and medical leave</b> (such as medical certification)	Same as personnel file	Separate confidential file inside personnel file
<b>Payroll records</b>	3 years	Payroll file
<b>I-9 Forms</b>	3 years after hire or 1 year after termination, whichever is <u>later</u>	Separate file
<b>W-4s (copies) or other tax records</b>	Same as personnel file	Personnel file
<b>Records of employment actions</b> (hires, promotion, termination, etc.)	Same as personnel file	Personnel file
<b>Health benefits plan enrollment documents</b>	Same as personnel file	Personnel file
<b>Tuition Remission</b>	10 years	Separate file
<b>Employment Verification</b>	Same as personnel file	Personnel file
<b>Grievances</b>	Same as personnel file	Personnel file
<b>Retirement</b>	25 years after separation	Personnel file; Separate file 11-25 years after separation
<b>Payout documents</b>	Same as personnel file	Personnel file
<b>Garnishments</b>	Same as personnel file	Personnel file

Effective June 12, 2012; revised January 27, 2017.