

HUMAN RESOURCES RECORDS RETENTION SCHEDULE

REVISED FEBRUARY 2017



MICHIGAN STATE UNIVERSITY

MICHIGAN STATE UNIVERSITY HUMAN RESOURCES RECORDS RETENTION SCHEDULE:

University Archives and Historical Collections has developed this retention schedule to document the nature of personnel records created by the university and define the appropriate retention period according to the legal, fiscal, administrative, and historical needs of the university.

The Human Resources Records Retention Schedule applies to all personnel documentation at Michigan State University, regardless of format or media. For additional information regarding electronic records management, please go to the University Archives website at <http://archives.msu.edu/>.

Not all offices may create all the record series listed on the retention schedule. If you are not currently creating records in a series, you do **NOT** need to start creating new records.

If you believe that you have a record that does not fall under a specific record series, please contact University Archives at 5-2330. University Archives will either help you identify which record series applies to your record or will create a new record series. Do not assume that the record can be destroyed; all records reflecting the official activities of university officers and offices are the property of Michigan State University and thus cannot be destroyed without the approval of the director of the Archives.

Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, and public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved, and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.

NON-RECORDS:

According to State of Michigan guidelines, some records used at Michigan State University can be considered non-records. These non-records are not covered by the retention schedule and may be destroyed once they are no longer administratively necessary.

Non-records may include:

- Duplicate copies of documents retained for distribution or convenience
- Miscellaneous notices of memoranda such as "All-Staff" emails, messages on upcoming events, or memos on minor administrative details
- Blank forms
- Unsolicited advertising and product catalogs
- Preliminary drafts of letters, memoranda or reports that do not form significant stages in the preparation of a final document
- Personal messages or correspondence
- Non-university publications, such as manuals, directories, catalogs, newsletters, pamphlets, and periodicals

Please contact University Archives at 5-2330 or at archives@msu.edu with any questions regarding non-records.

DESCRIPTION OF TERMS:

Title: This is the official title of the individual record series.

Description: This is the official description of the individual record series, usually consisting of a general statement of record function, followed by a description of some of the documents that can be found in that record series.

Retention: This is the minimum amount of time that the record series must be kept, also known as a retention period. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: CR+3 (Creation Date + 3 years)

The retention code index can be found below.

Retention Code Index:

Retention Code	Retention Period Description
ACT	Active
ADMIN USE	As Long As Administratively Necessary
CR	Creation Date
EV	After Event
PRM	Permanent
SUP	Until Superseded

Event Date: This documents the event after which the retention period will be applied. Some retention periods can be applied only after a specific event or date has occurred. For example, personnel files are kept for 6 years **after** the employee has terminated employment with MSU. Thus, the date of termination is the event date from which the retention period is measured.

Disposition: This is a statement that describes how long the document must be kept and how it must be destroyed. Many university records contain confidential information, such as social security numbers; these materials must be confidentially destroyed to protect information. Thus, University Archives recommends confidential destruction, i.e. shredding, for all records whenever possible to protect personal information.

Office of Record: This field identifies the office that is responsible for maintaining the official record series. The designated office keeps the record for the entire retention period and then arranges for its destruction once the retention period has passed. Other offices which maintain copies of a record series but are not the office of record may destroy those non-records when they are no longer administratively necessary unless otherwise noted in the schedule.

Data Sourced From: This field identifies the data sources for the record series, including electronic systems where related data may be stored. If there is no relevant data source for the record series, the field will be considered "not applicable".

Notes: This may document additional notes about the retention series, legal citations affecting retention, or university best practices regarding the records.

Series Identifier: This is an Archives generated code used to help identify and track records series. While primarily used internally, offices may refer to the series identifier to distinguish records series if desired.

SPECIALIZED DEFINITIONS:

Termination/Terminated Employees: This term includes university employees who leave the university for another position, are laid off, fired, retire, and/or die. This term does not apply to employees on leave, including sabbatical leave. Some employees may be inactive but due to disability procedures may still receive benefits. For additional information on when a university employee is considered terminated, please contact Human Resources at 3-4434.

Official Personnel File: Michigan State University considers an official personnel file to be a hybrid record series consisting of both paper records and electronic information stored in a variety of business information systems in many offices on campus. While the majority of documentation considered to be located in an employee's personnel file is maintained in Human Resources, individual offices and departments may still maintain elements of the personnel file in their office, particularly for employees in faculty/academic staff positions. There are four distinct personnel file record series included in this schedule on page 21-23. However, in addition to the description included in those records series, other record series may contain information considered to be part of the personnel file.

Information considered to be part of the personnel file may include, but is not limited to:

- Conflict of Interest in Employment Documentation
- Continuing Education Documentation
- Disciplinary Action Documentation
- Employment Status Change Documentation
- Faculty/Academic Staff Biographical Files
- Leave Documentation
- Parental Leave
- Performance Evaluation/Annual Review Documentation
- Hiring Documentation (for employees that are hired)

For any additional information on what records are considered part of the personnel file, please contact Human Resources at 3-4434.

ADDITIONAL GUIDANCE:

For any questions, concerns, or additional guidance regarding this retention schedule, please contact University Archives at 5-2330 or at archives@msu.edu .

Schedule Draft Revised:	7/31/2015
Schedule Draft Revised:	1/13/2016
Schedule Draft Revised:	3/23/2016
Schedule Draft Revised:	6/8/2016
Schedule Draft Revised:	7/6/2016
Schedule Draft Revised:	7/29/2016
Schedule Draft Revised:	9/13/2016
Schedule Draft Revised:	10/13/2016

Schedule Draft Revised: 11/11/2016
Schedule Approved: 2/22/2017

Michigan State University

Human Resources Records

Title	Accommodations for Disability Documentation
Description	This record series documents the application and accommodations made for employees with disabilities. This record series may include, but is not limited to: written requests for accommodation, medical documentation, Employee Information Sheets, Medical, Physical and/or Sensory Disability Documentation/Verification or Psychiatric/Psychological Disability forms, Accommodation Request forms, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Resource Center for Persons with Disabilities
Data Sourced From	Employee Data System
Notes	Based on State of Michigan Retention Schedules GS26. Records are primarily retained in electronic format; paper copies will be returned to clients or shredded. Records should not be retained in the employee personnel files. Copies of summaries may be retained in Human Resources for as long as administratively necessary.
Series Identifier	HR001

Title	Affirmative Action Documentation
Description	This record series documents any policies, procedures, evaluations, or other documentation which supports the university-wide Affirmative Action plan at Michigan State University. This record series may include, but is not limited to: affirmative action hiring documentation, compliance reviews, self-evaluations, working papers, reports, responses to recommendations, and related correspondence.
Retention	EV+3
Event Date	Completion of Evaluation
Disposition	Retain for 3 years after completion of evaluation process, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; PeopleAdmin
Notes	Citation: 28 CFR 54.110.

Series Identifier HR002

Title	Affirmative Action Plan
Description	This record series documents the university-wide Affirmative Action plan at Michigan State University. This record series may include, but is not limited to: university-wide Affirmative Action plans, compliance reviews and reports, resolution agreements, and related correspondence.

Retention	PRM
Event Date	Completion of Evaluation
Disposition	Retain permanently in office.
Office of Record	Office for Inclusion and Intercultural Initiatives
Data Sourced From	Not Applicable
Notes	Based on University best practices.

Series Identifier HR003

Title	Affordable Care Act Tax Forms
Description	This record series documents the reporting of employee health care coverage under the Affordable Care Act for tax purposes. This record series may include, but is not limited to: 1095C forms and other related documents.
Retention	EV+4
Event Date	Information Due Date
Disposition	Retain for 4 years after the due date of information, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; DocViewer
Notes	Based on guidelines from IRS Instructions 1094 and 1095C and University best practices.

Series Identifier HR004

Title	Alcohol/Drug Testing Records
Description	This record series documents the process of notifying employees of drug testing, training employees on testing, and monitoring drug testing results. This record series may include, but is not limited to: signed notification of drug testing forms, preemployment testing form, records stating reasons a test could not be properly administered after an accident, observed behavior-reasonable cause record forms, training records, and related correspondence. Drug testing results are considered part of the employee medical file and are retained separately (see Notes section).
Retention	CR+3
Event Date	Creation of Record
Disposition	Retain for 3 years after creation of record, then proceed with confidential destruction; however, drug testing results should be retained for the duration of employment plus 30 years.
Office of Record	Office of the University Physician; Office/Department
Data Sourced From	Electronic Medical System (EMS); Healthy Employee Risk Database
Notes	Based on OSHA regulations and University best practices. Office of the University Physician maintains drug testing results; as per OSHA regulations, drug testing results are part of the employee medical record and are retained for at least the duration of the employee's employment plus 30 years, except for medical records of employees who have worked for less than 1 year as long all such records are offered to the employee upon termination of employment. Office/Department maintains records of drug test completion. The Healthy Employee Risk Database is available at herd.msu.edu .

Series Identifier HR005

Title	Awards Records, Faculty/Academic Staff
Description	This record series documents materials submitted by units for awards evaluated by the Office of the Provost, including MSU Teacher-Scholar Awards, MSU Excellence in Teaching Awards, and University Distinguished Professor Awards. This record series may include, but is not limited to: nominations, letters of recommendation/support, dossiers, and related correspondence.
Retention	EV+1
Event Date	Award Decision is Made
Disposition	Retain for 1 year after award decision is made, then proceed with confidential destruction.
Office of Record	Academic Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices. Nominee dossiers are confidential. Lists of award winners may be considered permanent records and can be transferred to the Archives for processing.
Series Identifier	HR006

Title	Background Checks
Description	This record series documents background checks that are conducted on any university employee as determined in the criminal background check policy prior to official hire. This record series may include, but is not limited to: criminal background check authorization and consent forms, evidence of completion, results of background check, contractor waivers, and related correspondence.
Retention	EV+3
Event Date	Completion of Personnel Action
Disposition	Retain for 3 years after completion of personnel action, then proceed with confidential destruction.
Office of Record	Human Resources; MSU Extension; Residential and Hospitality Services
Data Sourced From	HireRight
Notes	Based on University best practices. HireRight retains records in electronic format. Human Resources, MSU Extension, and Residential and Hospitality Services may run background checks on volunteers and workers at specific venues using other websites such as ICHAT.
Series Identifier	HR007

Title	Benefits, Plans
Description	This record series documents the benefits plans and policies designated for university employees. This record series may include, but is not limited to: plan guides, policies and procedures, and related correspondence.
Retention	ACT+6
Event Date	Plan Provisions are No Longer in Effect
Disposition	Retain for 6 years after plan provisions are no longer in effect, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	Not Applicable
Notes	Based on Employee Retirement Income Security Act (ERISA) best practices and IRS and Department of Labor Regulations.

Series Identifier HR008

Title Change in Pay Records
Description This record series documents changes in pay for both faculty/academic staff and non-academic support staff. This record series may include but is not limited to: additional payment form, special payment authorization forms, increase for support staff employee forms, pay rate change form, supporting documentation, and related correspondence.

Retention ACT+5
Event Date Employment Terminates
Disposition Retain for 5 years after employment terminates, then proceed with confidential destruction.

Office of Record Human Resources; Payroll; Office of Planning and Budgets.

Data Sourced From SAP; COGNOS-Budget and Planning; ImageNow

Notes Based on University best practices. Forms are submitted via SAP and COGNOS. Supporting documentation is retained in ImageNow. The Office of Planning and Budgets maintains change in pay records related to the Enterprise Raise process in COGNOS and SAP.

Series Identifier HR009

Title	Conflict of Interest in Employment Documentation
Description	This record series documents the identification and mediation of conflicts of interest in regards to employment at the university. This record series may include, but is not limited to: conflict of interest in employment forms, written approvals, mediation plans, and related correspondence.
Retention	SUP
Event Date	Until Superseded or Employment Terminates
Disposition	Retain until superseded by updated version, or until employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	ImageNow
Notes	Based on University best practices. Conflicts of interest may be reviewed by the department at hire or if there is potential for a conflict. Documents are stored in ImageNow.
Series Identifier	HR010

Title	Continuing Education Documentation, Faculty/Academic Staff
Description	This record series documents the process of obtaining leave and funds for faculty/academic staff to continue educational interests. This record series may include, but is not limited to: requests for leave, plans for study, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates with department, then proceed with confidential destruction.
Office of Record	Offices/Department
Data Sourced From	SAP
Notes	Based on University best practices. Materials may be located in department personnel file.
Series Identifier	HR011

Title	Course Fee Courtesy Documentation
Description	This record series documents the employee's eligibility and receipt of the course fee courtesy benefit. This record series may include, but is not limited to: application, proof of eligibility, verification, and related correspondence.
Retention	ACT+6
Event Date	Employee Retires or is Deceased and Utilizes Benefit
Disposition	Retain for 6 years after employee retires or is deceased and utilizes benefit, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	Course Fee Courtesy system; SAP; B15
Notes	Based on University best practices. If an active employee dies, benefit can apply to dependents until age 26. Application is completed online in the Course Fee Courtesy system. Eligibility data is maintained in SAP and B15 systems.
Series Identifier	HR012

Title	Disciplinary Action Documentation, Faculty/Academic Staff
Description	This record series documents disciplinary actions, including oral/written reprimands, suspension, and documentation of mandatory training, foregoing salary increase, reassignment of duties, restitution, monitoring of behavior and performance, or reassignment of duties for faculty/academic staff. This record series may include but is not limited to: notice of disciplinary action, written approval of disciplinary actions, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Office/Department; Human Resources; Academic Human Resources
Data Sourced From	SAP
Notes	Based on University best practices and Collective Bargaining Agreement. Documents are typically maintained in Human Resources personnel files. Depending on the Collective Bargaining Agreement or grievance, disciplinary action reports may be removed from the personnel file after two years if the employee's performance has since been satisfactory. However, the reports must still be retained separately for the above retention period. Materials pertaining to civil rights and Title IX violations will be retained in the personnel file and will not be removed. If needed, copies of disciplinary action forms may be retained by Human Resources in confidential files.
Series Identifier	HR013

Title	Disciplinary Action Documentation, Non-Academic Support Staff
Description	This record series documents disciplinary actions, including oral/written reprimands, suspension, and possible dismissal, taken towards non-academic support staff. This record series may include, but is not limited to: notice of non-academic disciplinary action forms, notice of suspension pending investigation forms, personnel action notification (PAN) forms, written approval of dismissal action, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources; Office/Department
Data Sourced From	SAP
Notes	Based on University best practices and Collective Bargaining Agreement. Documents are typically maintained in Human Resources personnel files. Depending on the Collective Bargaining Agreement or grievance, disciplinary action reports may be removed from the personnel file after two years if the employee's performance has since been satisfactory. However, the reports must still be retained separately for the above retention period. Materials pertaining to civil rights and Title IX violations will be retained in the personnel file and will not be removed. Copies of disciplinary action forms may be retained by Human Resources in confidential files and will be sent to the employee, department, and any relevant Union/Association.
Series Identifier	HR014

Title	Discrimination Complaint Records
Description	This record series documents the reporting of complaints of discrimination and harassment, including discrimination based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight, as described in both the Anti-Discrimination Policy and the Relationship Violence and Sexual Misconduct Policy. This record series may include, but is not limited to: complaints, investigations, decisions, appeal documentation, written statements, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Office of Institutional Equity
Data Sourced From	Not Applicable
Notes	Based on State of Michigan Retention Schedules GS26. MSU Police may also receive sexual harassment/relationship violence complaints and keep records for criminal investigations. Findings and disciplinary actions pertaining to civil rights and Title IX violations will be retained in the employee's personnel file. For more information, please visit the Office of Institutional Equity website.
Series Identifier	HR015

Title	Dismissal Records, Faculty/Academic Staff
Description	This record series documents the process of dismissing a faculty/academic staff member for cause or for failure to perform at an expected level. This record series may include, but is not limited to: written notice of dismissal, written appeal (if any), any supporting documentation, any hearing decision, evidence provided at the hearing, written statements/responses, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Academic Human Resources
Data Sourced From	SAP
Notes	Based on University best practices. Forms may be filed using SAP. Academic Human Resources writes board resolutions which are retained permanently as part of the Board of Trustee records.
Series Identifier	HR016

Title	Education Assistance Program Documentation
Description	This record series documents the provision of educational assistance to non-academic support staff. This record series may include, but is not limited to: educational assistance forms, authorizations for payroll deductions, evidence of course completion, authorization to verify course completion, waivers, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates or Employee is Disabled
Disposition	Retain for 6 years after employment terminates or employee is disabled, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; Educational Assistance System
Notes	Based on University best practices. Applications are completed using SAP and the Educational Assistance System. Benefit will cease if an employee becomes disabled.
Series Identifier	HR017

Title	Election of Benefits Documentation
Description	This record series documents the election and awarding of benefits to employees, including basic and employee paid life insurance, travel accident insurance, accidental death and dismemberment insurance, dental plans, health plans, health spending accounts, dependent care spending accounts, and other optional benefits. This record series may include, but is not limited to: election forms, OEI forms and supporting documentation, beneficiary designation forms, health care affidavits and waivers, COBRA request letters, and related correspondence.
Retention	ACT+6
Event Date	Employee or Retiree Terminates Benefit
Disposition	Retain for 6 years after employee or retiree terminates benefit, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; ImageNow
Notes	Based on University best practices. Materials are stored electronically in SAP. Payment information is stored in BARBS. Human Resources may need to refer to benefits for retired employees. Retirement forms, confirmation statements, and benefit exception process documents are stored in ImageNow. Optional life insurance may require a retention period longer than 6 years.
Series Identifier	HR018

Title	Employee Handbook Documentation
Description	This record series documents the official handbooks containing policies and procedures for faculty/academic staff, non-academic support staff, and students. This record series may include, but is not limited to: handbooks, receipt documentation for handbooks, and related correspondence.
Retention	PRM
Event Date	Until Superseded By Updated Version
Disposition	Retain in office until superseded by updated version, then transfer previous version to the Archives.
Office of Record	Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices. Archives will capture digital copies of handbooks online using web archiving. The web archive is considered part of the University's historical collection.
Series Identifier	HR019

Title	Employee Recognition Records
Description	This record series documents the creation and approval of employee recognition programs, as well as the awarding of recognition to non-academic support staff. This record series may include, but is not limited to: program summary and approval, explanation of achievements, lists of staff to be recognized, lists of gifts awarded to employees, applications, nominations, invitations, and related correspondence.
Retention	ADMIN USE
Event Date	Decision is Made
Disposition	Retain after decision is made until documents are no longer administratively necessary, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices. Specific awards may have additional retention requirements.

Series Identifier HR020

Title	Employment Status Change Documentation
Description	This record series documents changes in employment status for non-academic support staff, including reduction in hours, flexible appointment status, and reclassification specific to the employee. This record series may include, but is not limited to: termination/change of status forms, the mass process system for terminations, personnel action (PAN) forms, approvals, written documentation regarding position duties changed, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP
Notes	Based on State of Michigan Retention Schedules GS26. Forms created and stored in EBS/SAP. Forms may also be located in the employee personnel file.

Series Identifier HR021

Title	Extended Disability Leave Documentation
Description	This record series documents the application and approval of non-academic support staff requesting Extended Long-Term Disability Leave. This record series may include, but is not limited to: leave requests, medical certification and medical providers' statements, release of information authorizations, extended disability leave agreements, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; B15
Notes	Based on University best practices. Medical documentation must be stored separately from leave requests to protect confidentiality.
Series Identifier	HR022

Title	Faculty/Academic Staff Biographical Files
Description	This records series documents information about faculty/academic staff suitable for release to the media, including information about publications, achievements, and honors. This records series may include, but is not limited to: photographs, press releases, articles, and related correspondence.
Retention	PRM
Event Date	Employment Terminates
Disposition	Retain in office for 6 years after employment terminates, then transfer to Archives for permanent retention.
Office of Record	Office/Department; CABS; Enterprise Information Stewardship; Office of Planning and Budget
Data Sourced From	Academic Profile
Notes	Based on University best practices. This material may be located in the Office/Department personnel files or in the Academic Profile, which is administered by the Enterprise Information Services and Office of Planning and Budget.
Series Identifier	HR023

Title	Family and Medical Leave Act (FMLA) Documentation
Description	This record series documents the application and use of leave employees are entitled to under the Family and Medical Leave Act. This record series may include, but is not limited to: leave requests, medical certification including a FMLA Leave Certification of Health Care Provider for Employee's Serious Health Condition form, a covered family member form, Certification of Qualifying Exigency for Military Leave form, Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave form, and related correspondence.
Retention	EV+6
Event Date	After Leave is Requested
Disposition	Retain for 6 years after leave is requested, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP
Notes	Based on University best practices. Medical documentation must be stored separately from leave requests to protect confidentiality. Related time records are recorded in SAP.
Series Identifier	HR024

Title	Grievance Records, Faculty/Academic Staff
Description	This record series documents grievances by faculty/academic staff who choose to utilize the faculty grievance policy, or grievance procedures under a CBA. This record series may include, but is not limited to: written grievances, formal proceedings, findings, recommendations, decisions, appeals, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Faculty Grievance Office; Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices. Grievance procedures may vary depending on the Collective Bargaining Agreement. Additional copies of grievances are generally sent to the appropriate Union/Association.
Series Identifier	HR025

Title	Grievance Records, Non-Academic Support Staff
Description	This record series documents written complaints that non-academic support staff may have regarding violations of policies, procedures, and personnel actions. This record series may include, but is not limited to: written grievances, written decisions, appeals, transcriptions of possible arbitration, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, or until no longer administratively necessary, whichever is later, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	ImageNow
Notes	Based on University best practices. Grievance procedures may vary depending on the Collective Bargaining Agreement. Additional copies of grievances are generally sent to the appropriate Union/Association. Some materials are used to set arbitration and negotiation precedents.
Series Identifier	HR026

Title	Hiring Documentation, Academic Workforce
Description	This record series documents the process of creating and utilizing a search committee when hiring faculty/academic staff as well as executive managers. This record series may include, but is not limited to: affirmative action reports, academic hiring availability data and recruitment activities forms, final candidate lists, summary evaluations for each final candidate, assessments for each applicant not on the final list with supporting documentation, applicant files including letter of application/nomination, curriculum vitae, reference letters, search committee procedures, copies of sample letters, position description, position advertisements, screening criteria, core interview questions, meeting minutes, and related correspondence.
Retention	EV+3
Event Date	Date of Appointment
Disposition	Retain for 3 years from date of appointment, then proceed with confidential destruction.
Office of Record	Office/Department; Human Resources; Office for Inclusion and Intercultural Initiatives
Data Sourced From	SAP; PeopleAdmin
Notes	Retention based on Academic Hiring Manual policy. This record series includes search committee documentation. Some material is stored in PeopleAdmin and SAP.
Series Identifier	HR027

Title	Hiring Documentation, Minors
Description	This record series documents the process of hiring minors for on-call and hourly pay positions. This record series may include, but is not limited to: school work permits, parent consent forms, and related correspondence.
Retention	EV+3
Event Date	Date of Hire
Disposition	Retain for 3 years from date of hire, then proceed with confidential destruction.
Office of Record	Office/Department; Human Resources
Data Sourced From	SAP
Notes	Based on University best practices. Hiring is completed in SAP. Work permit is held by unit.

Series Identifier HR028

Title	Hiring Documentation, Non-Academic Support Staff
Description	This record series documents the process of creating positions, advertising positions, and completing the hiring process for non-academic support staff. This record series may include, but is not limited to: staffing request forms, position descriptions, position advertisements, position vacancy reports, applications, hiring criteria, interview questions, hiring recommendations, and related correspondence.
Retention	EV+3
Event Date	Date of Hire
Disposition	Retain for 3 years after date of hire, then proceed with confidential destruction.
Office of Record	Human Resources; Office for Inclusion and Intercultural Initiatives; Office/Department
Data Sourced From	SAP; Job Classification System; HR Placement System; PeopleAdmin
Notes	Based on University best practices. Forms are submitted via SAP and PeopleAdmin. Positions are advertised using PeopleAdmin. Some materials may be located in either Human Resources personnel files or Office/Department files. Other systems that contain information related to hiring include the Job Classification system, HR Placement system, and PeopleAdmin.

Series Identifier HR029

Title	Hiring Documentation, Temp & On-Call
Description	This record series documents the process of creating positions, advertising positions, and completing the hiring process for temporary and on-call workers. This record series may include, but is not limited to: staffing request forms, position descriptions, position advertisements, position vacancy reports, applications, hiring criteria, interview questions, hiring recommendations, and related correspondence.
Retention	EV+3
Event Date	Date of Hire
Disposition	Retain for 3 years after date of hire, then proceed with confidential destruction.
Office of Record	Human Resources; Office for Inclusion and Intercultural Initiatives; Office/Department
Data Sourced From	SAP; Job Classification System; HR Placement System
Notes	Based on University best practices. Forms are submitted via SAP. Some materials may be located in either Human Resources personnel files or Office/Department files. Other systems that contain information related to hiring include the Job Classification system and the HR Placement system.

Series Identifier HR030

Title I-9 Forms

Description This record series documents the official completion of the Employment Eligibility Verification Form I-9 used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. This record series includes: electronic I-9s.

Retention EV+3

Event Date Date of Hire

Disposition Retain for 3 years after date of hire or 1 year after termination, whichever is later, then proceed with confidential destruction.

Office of Record Human Resources

Data Sourced From Equifax

Notes Citation: 8 CFR 274a.2. No paper copies of I-9s should be retained in departments. All preexisting paper copies should be sent to Human Resources immediately. All I-9s will be maintained electronically via Equifax. Records destruction is completed by Equifax.

Series Identifier HR031

Title	Layoff/Termination Records, Non-Academic Support Staff
Description	This record series documents the layoff and/or termination process for non-academic support staff. This record series may include, but is not limited to: reduction in force letters, lists of staff to be rehired, special payment authorization forms, termination forms, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP
Notes	Based on University best practices. Layoff records are located in SAP.

Series Identifier HR032

Title	Leave Documentation
Description	This record series documents the application, approval, and leave taken by employees, including non-academic support staff, faculty/academic staff, and executive managers. Types of leave included in this record series include leave of absence without pay, leave of absence for receiving awards, and extended release/sabbatical leave. Disability, FMLA, and parental leave is not included in this record series. This record series may include, but is not limited to: request of leave of absence, extension and return forms, summaries of work, written approvals, written statements and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources; Offices/Departments
Data Sourced From	SAP; B15
Notes	Based on University best practices. Leave taken is recorded in SAP. Materials may be located in both Human Resources and Offices/Department personnel files.

Series Identifier HR033

Title	Modified Duty Documentation
Description	This record series documents the request and approval of modified duties for faculty with new dependents. This record series may include, but is not limited to: written request, applications, plan of work, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Office/Department; Academic Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices. Documents may be located in departments/office personnel file. If there is a second review, those materials are located in Academic Human Resources. The Modified Duty policy is available here.

Series Identifier HR034

Title Notices of Resignation, Faculty/Academic Staff

Description This record series documents the resignation and termination of faculty/academic staff. This record series may include, but is not limited to: letters of resignation, notices of non-reappointment, and related correspondence.

Retention ACT+6

Event Date Employment Terminates

Disposition Retain for 6 years after employment terminates, then proceed with confidential destruction.

Office of Record Human Resources; Office/Department

Data Sourced From SAP

Notes Based on University best practices. Material is retained in SAP. Letters are retained in office/department.

Series Identifier HR035

Title	Outside Work for Pay Documentation
Description	This record series documents the application and approval of employees requesting to complete outside work for pay, including faculty/academic staff and executive managers. This record series may include, but is not limited to: Outside Work for Pay forms, approvals, notifications and explanations of denials, and related correspondence.
Retention	CR+3
Event Date	Completion of Outside Work
Disposition	Retain for 3 years after outside work is completed, then proceed with confidential destruction.
Office of Record	Office/Department
Data Sourced From	Not Applicable
Notes	Based on Board of Trustees Policy Manual 3-17-02.

Series Identifier HR036

Title	Outside Work for Pay, Annual Reports
Description	This record series documents the annual reports produced by Academic Human Resources containing summary information on completed outside work for pay. This record series may include, but is not limited to: Outside Work for Pay annual reports, summaries, and related correspondence.
Retention	CR+6
Event Date	Creation of Report
Disposition	Retain for 6 years after creation of report, then proceed with confidential destruction.
Office of Record	Academic Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices.

Series Identifier HR037

Title	Parental Leave
Description	This record series documents the request, approval, and usage of paid leave in the event of adoption or childbirth for faculty/academic staff and executive managers. This record series may include, but is not limited to: requests, medical certifications, leave forms, evidence of adoption, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP
Notes	Based on University best practices. Leave form is transferred to personnel file; additional information is available in SAP.
Series Identifier	HR038

Title	Performance Evaluation/Annual Review Documentation, Faculty/Academic Staff/Executive Managers
Description	This record series documents the annual evaluation and performance review of faculty/academic staff and executive managers. This record series may include, but is not limited to: written evaluations, written summary of activities, faculty/academic staff comments, process records, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Office/Department
Data Sourced From	Not Applicable
Notes	Based on University best practices. Materials may be located in office/department personnel files. Librarians and library staff documentation follows retention periods as established by the library handbook.
Series Identifier	HR039

Title	Performance Evaluation/Annual Review Documentation, Non-Academic Support Staff
Description	This record series documents the review and evaluation of job-related performance of non-academic support staff. This record series may include, but is not limited to: evaluation forms, evaluation summaries, performance development program forms, interim/probationary evaluation forms, responses written by staff, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; ImageNow
Notes	Based on University best practices. Documents are transferred to Human Resources personnel files. Materials will be transferred and maintained electronically in new Performance Excellence process.
Series Identifier	HR040

Title	Personnel Files, Faculty/Academic Staff/Executive Managers
Description	This record series documents all human resources related transactions that occurred during the faculty/academic staff's period of active employment. This record series may include, but is not limited to: administrative review materials, fixed term memoranda, appointment forms, multiple appointment memos, performance evaluations, disciplinary actions, written statements by employees, and related correspondence, including e-mail.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources; Office/Department
Data Sourced From	SAP; ImageNow
Notes	Based on State of Michigan Retention Schedules GS26 and University best practices. Material may be located in either Human Resources personnel files or Office/Department files. Any materials related to harassment or discrimination complaints or subsequent investigation are retained in the Office of Institutional Equity. For Human Resources personnel files, files are scanned into ImageNow after termination.
Series Identifier	HR041

Title	Personnel Files, Non-Academic Student Workers
Description	This record series documents all human resources related transactions that occurred during the students' period of active employment as a non-academic student worker. This record series may include, but is not limited to: performance evaluations, disciplinary actions, complaints by students/colleagues, and related correspondence, including e-mails.
Retention	ACT+3
Event Date	Student Leaves Job with Department
Disposition	Retain for 3 years after the student leaves job with department, or as long as administratively necessary, whichever is later, then proceed with confidential destruction.
Office of Record	Office/Department
Data Sourced From	SAP
Notes	Based on MSU Student Employment Manual. If student holds multiple separate positions within a department, such as with Residential and Hospitality Services, the record will be retained for 3 years after the student leaves his last job with the department.
Series Identifier	HR042

Title	Personnel Files, Non-Academic Support Staff
Description	This record series documents all human resources related transactions that occurred during the non-academic support staff's period of active employment. This record series may include, but is not limited to: performance evaluations, disciplinary actions, written statements by employees, and related correspondence, including e-mail.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; ImageNow
Notes	Based on State of Michigan Retention Schedules GS26. Any materials related to harassment or discrimination complaints or subsequent investigation are retained in the Office of Institutional Equity.
Series Identifier	HR043

Title	Personnel Files, Teaching/Graduate Assistants
Description	This record series documents all human resources related transactions that occurred during the students' period of active employment as a teaching or graduate assistant. This record series may include, but is not limited to: performance evaluations, supplementary information, student evaluations, disciplinary actions, written statements by employees, and related correspondence, including e-mail.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Office/Department
Data Sourced From	SAP; Stulnfo
Notes	Based on State of Michigan Retention Schedules GS26. Any materials related to harassment or discrimination complaints or subsequent investigation are retained in the Office of Institutional Equity.
Series Identifier	HR044

Title	Position Reclassification Documentation
Description	This record series documents the process of reclassifying non-academic support staff positions; the reclassification is specific to the position. This record series may include, but is not limited to: position descriptions, staffing request forms, written requests with responses, and related correspondence.
Retention	ACT+6
Event Date	Position is No Longer in Use
Disposition	Retain for 6 years after the position is no longer in use, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP
Notes	Based on State of Michigan Retention Schedules GS26. Additional information on position reclassification related to unions may be located in the Union Contract Documentation record series. For information on reclassifications related to an individual, please see the Employment Status Change Documentation record series.
Series Identifier	HR045

Title	Reappointment, Promotion, and Tenure/Continuing Documentation
Description	This record series documents the process of reappointing, promoting, and granting tenure to faculty/academic staff. This record series may include, but is not limited to: recommendation lists, submission packets, evaluation folders, department and college peer review comments, votes, evidence of scholarly achievements, recommendations from unit administrator/dean/director, and related correspondence.
Retention	ACT+6
Event Date	Employment Terminates
Disposition	Retain dossier in office/department for 6 years after employment terminates, then proceed with confidential destruction.
Office of Record	Office/Department; Human Resources
Data Sourced From	RPT System; SAP; ImageNow
Notes	Based on University best practices. Full dossier is maintained in Office/Departments. Human Resources maintains a condensed version of dossier for evaluation purposes in ImageNow. Information is also retained in the RPT system. Peer review comments from other higher education institutions are held confidentially in Human Resources.
Series Identifier	HR046

Title	Relationship Violence and Sexual Misconduct Training Documentation
Description	This record series documents the creation and completion of mandatory Relationship Violence and Sexual Misconduct Training by employees. This record series may include, but is not limited to: training presentations, lists, monthly reports, spreadsheets, and related correspondence.
Retention	CR+6
Event Date	Creation
Disposition	Retain for 6 years after creation, then proceed with confidential destruction.
Office of Record	Office of Institutional Equity
Data Sourced From	Not Applicable
Notes	Based on University best practices.
Series Identifier	HR047

Title	Retirement Documentation
Description	This record series documents an employee's election of retirement and the appropriate benefits paid. This record series may include, but is not limited to: university retirement request forms, base and supplemental retirement payments, deferred compensation payments, health care benefits/verification, and related correspondence.
Retention	CR+6
Event Date	Retirement or Creation of Record
Disposition	Retain for 6 years after retirement or creation of record, whichever is later, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; ImageNow
Notes	Based on University best practices. Documentation is maintained in ImageNow.

Series Identifier HR048

Title	SIRS Evaluations
Description	This record series documents the evaluation of teaching faculty by students and may be used when considering reappointment, promotion, and tenure. This record series may include, but is not limited to: survey forms, comments, and evaluations.
Retention	EV+5
Event Date	End of Course
Disposition	Retain for at least 5 years after the course ends, then proceed with confidential destruction.
Office of Record	Office/Department
Data Sourced From	Not Applicable
Notes	Based on University best practices. Departments may retain materials longer if needed for performance evaluations, reappointment, tenure, or continuing employment decisions.

Series Identifier HR049

Title	Student Health Insurance Documentation
Description	This record series documents the election and use of health insurance benefits by eligible students. This record series may include, but is not limited to: election of benefits forms, copies of relevant plans, supporting documentation, health care affidavits, and related correspondence.
Retention	ACT+6
Event Date	Student Graduates or Benefit is Canceled
Disposition	Retain for 6 years after student graduates or benefit is canceled, whichever is later, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	Not Applicable
Notes	Based on University best practices. Waivers are maintained for 1 year as described in the Student Health Insurance Waivers record series.

Series Identifier HR050

Title Student Health Insurance Waivers
Description This record series documents the waiver of graduate student, international student, medical and veterinary student sponsored health insurance. This record series may include, but is not limited to: applications, waivers, and related correspondence.

Retention ACT+1
Event Date Reconciliation
Disposition Retain for 1 year after reconciliation, then proceed with confidential destruction.

Office of Record Human Resources

Data Sourced From ImageNow

Notes Based on University best practices. Documents are stored electronically in ImageNow.

Series Identifier HR051

Title	Time Records
Description	This record series documents payroll activity of employees, including approval and payment of comp time and overtime, and is organized by pay period. This record series does not include workers paid by grant funding. This record series may include, but is not limited to: time sheets, time cards, special payment authorization forms, approval letters, and related correspondence.
Retention	CR+6
Event Date	Creation of Record or Issuance of Comp Time
Disposition	Retain for 6 years after creation of record, or issuance of comp time, whichever is later, then proceed with confidential destruction.
Office of Record	Office/Department; Human Resources; Payroll
Data Sourced From	SAP; Department Systems
Notes	Based on University best practices. Some material stored in SAP or in other department time systems. On rare occasions, comp time may be retained for longer than 6 years based on departmental practices. Time records for workers paid by grant funding may have longer retention periods. Contact CGA for more information on retention of grant-related records.
Series Identifier	HR052

Title	Training Documentation
Description	This record series documents the completion of employee training by university employees which is conducted by Central HR. This record series does not include any employee training conducted or required by departments. This record series may include, but is not limited to: training transcripts and related correspondence.
Retention	ACT+5
Event Date	Employment Terminates
Disposition	Retain for 5 years after employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	SAP; ElevateU; SABA
Notes	Based on University best practices. Materials may be stored in SAP, ElevateU, and SABA.
Series Identifier	HR053

Title	Unemployment Compensation Records
Description	This record series documents the application and approval of unemployment compensation with the Unemployment Insurance Agency of Michigan. This record series may include, but is not limited to: UIA forms, materials, and related correspondence.
Retention	CR+5
Event Date	Creation
Disposition	Retain for 5 years after creation, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	Unemployment Comp System
Notes	Based on University best practices.

Series Identifier HR054

Title	Union Contract Documentation
Description	This record series documents the process of creating a contract agreement for a union/association with Michigan State University. This record series may include, but is not limited to: Union/Association Contracts, agendas, meeting minutes, and related correspondence.
Retention	PRM
Event Date	Permanent
Disposition	Retain permanently. MSU Archives will accept transfer of records for permanent storage.
Office of Record	Human Resources
Data Sourced From	ImageNow
Notes	Based on University best practices. Material is stored in electronic format.

Series Identifier HR055

Title	Union Membership and Deduction Records
Description	This record series documents the application and pay deductions for non-academic support staff joining a union/association. This record series may include, but is not limited to: membership applications/cards, payroll deduction authorization forms, authorization for check-off of dues, and related correspondence.
Retention	SUP
Event Date	Until Superseded or Terminated
Disposition	Retain until superseded by updated version, or employment terminates, then proceed with confidential destruction.
Office of Record	Human Resources; Payroll
Data Sourced From	SAP
Notes	Based on University best practices.

Series Identifier HR056

Title	Worker's Compensation Documentation
Description	This record series documents the reporting of occupational injuries and illnesses as well as the university's response. This record series may include, but is not limited to: authorization to invoice forms, reports of claimed occupational injury or illnesses, injury absence and restriction reports, medical records, time records, pay records, and related correspondence.
Retention	ACT+30
Event Date	Employment Terminates
Disposition	Retain for 30 years after employment terminates where an injury or exposure has occurred, then proceed with confidential destruction.
Office of Record	Human Resources
Data Sourced From	Riskmaster System; SAP
Notes	Based on University best practices. Copies may be given to employee and department. Data may be stored in Riskmaster system. Medical bills, explanations of benefits, and copies of checks are retained in paper format for 1 year for reconciliation purposes and then destroyed.

Series Identifier HR057