Department Procedures for Personnel Files

Human Resources is the Official Custodian of Personnel Records

General Information

- Current and Terminated Regular Employee Personnel & Benefit files are scanned and maintained in the OnBase system.
- Temporary Employee We started putting Temporary Employee files in the OnBase system beginning with any Temps active in 2015.
- Terminated Temporary Employee files prior to 2015 are not in OnBase. These files are currently maintained in paper form by Human Resources.

NOTE: If an Employee was ever a REGULAR employee, then their personnel file must be maintained in OnBase even if they terminate as a Temporary Employee.

- If you maintain a **Department Copy** of a Personnel File, it should only have duplicates/copies of the information that has already been sent to HR for an employee's file. **You** will need to compare your department file with the original personnel file in the OnBase system.
- Destroy/shred any duplicate information.
- **Scan** any appropriate documents that you have in your department file that are <u>NOT</u> in the official file and email them to HR so they can be placed in the official file.
- Use the normal naming convention for your documents and send these documents to the general email address listed below.

Naming Convention for Filing Only:

Employee ID Last Name Filing Only Document Date

Please add TEMP to the naming convention if the document is for a Temporary Employee. This helps us during the indexing process.

Email = hr_retention@co.larimer.co.us hr_retention@larimer.org

Department Retention

The originating department is responsible for records retention and destruction of this information.

- Original Background Checks
- Original Motor Vehicle Record Checks
- Original Worker's Compensation Records Contact Risk Management about retention.
- Original Time Sheets
- Pre-Employment Information *Contact your Recruiting Rep if you have any questions.*Screening Sheets; Interview Sheets; Drug Test; Skill Tests; Medical Exams; anything to do with pre-employment screening. This information should be kept in a Recruitment file either in the department or in HR.

Reminder – You will need a separate <u>CONFIDENTIAL</u> recruitment file for any Medical recruitment information.

Remove and Shred

These items are not to remain in the personnel file.

- Picture ID's
- I-9's and the old Colorado Affirmations HR keeps these items in a separate confidential cabinet within OnBase. You do not have access to these files.
- Duplicate/Copies of Background Checks
- Duplicate/Copies of Motor Vehicle Records
- Duplicate/Copies of Workers' Compensation reports
- ALL Duplicate/Copies of any documents
- ALL Original or Copies of LAF's (Leave Authorization Forms These are very old forms. You may not have any of these in your files.)
- Screen Shots We don't need to keep screen shots unless they have calculations on them or are being used as major backup for miscalculations, etc. (should have something attached to them). Random screen shots can easily be reproduced at any time.
- Applicant **EEO** Information

Other Information

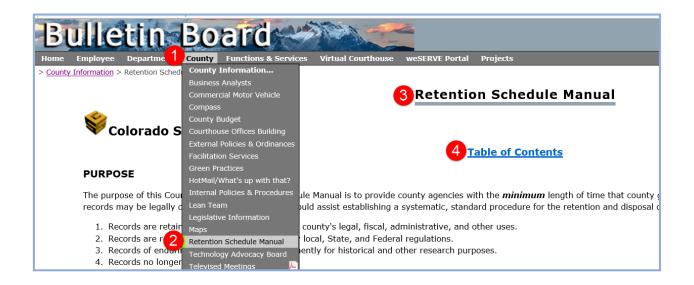
Regular Employee Personnel Files were split into two files for every Regular Benefited Employee effective **2003**. Each employee has a Personnel File and a Benefit File.

Retention:

- ► Regular Employee Personnel Files = 56 years after termination of employment. (Aka Permanent Retention)
- ▶ Regular Employee Benefit Files = 7 years + current after termination of employment.
- ▶ Temporary Employee Files = 5 years + current after termination of employment.
- ► Auxiliary Program Volunteers (non-paid) = 3 years + current after termination of employment. These files are maintained at the hiring Department/Office.

 Do NOT send these files to Human Resources.
- Recruitment Files = 3 years + current
- ▶ Employee Time Sheets = 2 years + current
- ► FMLA Family and Medical Leave Act of 1993 Retention is 3 years plus current after closure of event. Human Resources maintains these records.
- Other Medical information also has retention of 3 years plus current after closure of event.

Refer to the County's **Retention Schedule Manual** on the Bulletin Board for Payroll and Personnel/Human Resources retention schedules.



You will also find other County retention information in the **Table of Contents**.

If you have any questions about Records Retention, please contact Records Management in the I.T. Department.	
General Record Series	Health Services (Nursing)
Airport Operations	Human Services 📙
Animal Control	Information System/Computer Operations
Assessment and Taxation	Job Employment and Training Services
Board of County Commissioners/Clerk	Law Enforcement (Community Service)
Board of Equalization	Law Enforcement (Detentions)
Budget Administration	Law Enforcement (Information Services)
Building Permits/Inspections	Law Enforcement (Investigations)
Clerk and Recorder (Elections)	Law Enforcement (Patrol)
Clerk and Recorder (Motor Vehicle Registrations)	Law Enforcement (Professional Standards)
Clerk and Recorder (Recording)	Law Enforcement (Support Services)
Coroner or Medical Examiner	<u>Library</u>
Corrections	Parks and Recreation and Open Space
County Attorney/Legal Services	<u>Payroll</u>
County Executive, Manager or Administrator	Personnel/Human Resources
Cultural and Historical Council Services	<u>Planning</u>
<u>District Attorney</u>	Policy Development and Analysis
Emergency Management/Civil Defense	Public Trustee
<u>Engineering</u>	<u>Purchasing</u>
Facility/Construction Management	Records Management
<u>Fairgrounds Management</u>	Risk Management
Financial Services/General	Support Services
Fleet Management	<u>Telecommunications</u>
Health Services (Environmental Monitoring)	<u>Transportation/Roads</u>
Health Services (Laboratory)	<u>Zoning</u>