

# 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 NOT 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](mailto:hr_retention@co.larimer.co.us)  
[hr\\_retention@larimer.org](mailto: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 CONFIDENTIAL 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.

The screenshot shows the Bulletin Board website interface. At the top, there is a navigation bar with links for Home, Employee, Department, County, Functions & Services, Virtual Courthouse, weSERVE Portal, and Projects. A red circle '1' highlights the 'County' link. Below the navigation bar, there is a sidebar menu for 'County Information...' with various sub-items. A red circle '2' highlights the 'Retention Schedule Manual' item in the sidebar. The main content area displays the title 'Retention Schedule Manual' with a red circle '3' and a link to 'Table of Contents' with a red circle '4'. The text on the page explains the purpose of the manual, which is to provide county agencies with the minimum length of time that county records may be legally retained. A list of four points is visible: 1. Records are retained... 2. Records are... 3. Records of enduring... 4. Records no longer...

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

It's good to review the General Record Series along with the Financial Services General information. If you have any questions about Records Retention, please contact Records Management in the I.T. Department.

<ul style="list-style-type: none"> <li><a href="#">General Record Series</a></li> <li><a href="#">Airport Operations</a></li> <li><a href="#">Animal Control</a></li> <li><a href="#">Assessment and Taxation</a></li> <li><a href="#">Board of County Commissioners/Clerk</a></li> <li><a href="#">Board of Equalization</a></li> <li><a href="#">Budget Administration</a></li> <li><a href="#">Building Permits/Inspections</a></li> <li><a href="#">Clerk and Recorder (Elections)</a></li> <li><a href="#">Clerk and Recorder (Motor Vehicle Registrations)</a></li> <li><a href="#">Clerk and Recorder (Recording)</a></li> <li><a href="#">Coroner or Medical Examiner</a></li> <li><a href="#">Corrections</a></li> <li><a href="#">County Attorney/Legal Services</a></li> <li><a href="#">County Executive, Manager or Administrator</a></li> <li><a href="#">Cultural and Historical Council Services</a></li> <li><a href="#">District Attorney</a></li> <li><a href="#">Emergency Management/Civil Defense</a></li> <li><a href="#">Engineering</a></li> <li><a href="#">Facility/Construction Management</a></li> <li><a href="#">Fairgrounds Management</a></li> <li><a href="#">Financial Services/General</a></li> <li><a href="#">Fleet Management</a></li> <li><a href="#">Health Services (Environmental Monitoring)</a></li> <li><a href="#">Health Services (Laboratory)</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Health Services (Nursing)</a></li> <li><a href="#">Human Services</a></li> <li><a href="#">Information System/Computer Operations</a></li> <li><a href="#">Job Employment and Training Services</a></li> <li><a href="#">Law Enforcement (Community Service)</a></li> <li><a href="#">Law Enforcement (Detentions)</a></li> <li><a href="#">Law Enforcement (Information Services)</a></li> <li><a href="#">Law Enforcement (Investigations)</a></li> <li><a href="#">Law Enforcement (Patrol)</a></li> <li><a href="#">Law Enforcement (Professional Standards)</a></li> <li><a href="#">Law Enforcement (Support Services)</a></li> <li><a href="#">Library</a></li> <li><a href="#">Parks and Recreation and Open Space</a></li> <li><a href="#">Payroll</a></li> <li><a href="#">Personnel/Human Resources</a></li> <li><a href="#">Planning</a></li> <li><a href="#">Policy Development and Analysis</a></li> <li><a href="#">Public Trustee</a></li> <li><a href="#">Purchasing</a></li> <li><a href="#">Records Management</a></li> <li><a href="#">Risk Management</a></li> <li><a href="#">Support Services</a></li> <li><a href="#">Telecommunications</a></li> <li><a href="#">Transportation/Roads</a></li> <li><a href="#">Zoning</a></li> </ul>
---	--