



The following information provided below is a quick reference to the retention periods for some of the personnel documents utilized at the University of Central Florida. The State of Florida General Records Schedule for state and local government agencies (GS1-SL) and State of Florida General Records Schedule for universities and community colleges (GS5) are the schedules in which the majority of the retention requirements can be found. Please refer to either the **GS1-SL**: <http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf> and/or the **GS5**: <http://dos.myflorida.com/media/693588/g505.pdf> for the retention periods of personnel records.

Details concerning Florida Public Records Act—Scope and Compliance can be found in the University’s Policies & Procedures, under Legal and Compliance: <http://policies.ucf.edu/>.

Please read the information on the Records Management at UCF website, <http://admfin.ucf.edu/records-management/>. Review the process and obtain proper authorization **PRIOR to any records destruction** by submitting the Records Disposition Document, <https://admfin.ucf.edu/wp-content/uploads/sites/6/records-disposition-FORM.pdf>, to RML0@ucf.edu.

| ITEM | DESCRIPTION | RETENTION PERIOD |
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| ATTENDANCE AND LEAVE RECORDS (LAPERs) #116 | This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. | a) Record copy. 3 fiscal years provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost. |
| DISCIPLINARY CASE FILES: EMPLOYEES #98 | This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal Discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS." | a) Record copy. 5 anniversary years after final action. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost. |

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| ELECTRONIC COMMUNICATIONS | <p>There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), or any other current or future electronic messaging technology or device. Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, might fall under the "TRANSITORY MESSAGES" series.</p> | |
| EMPLOYEE CONDUCT COUNSELING RECORDS #206 | <p>This record series documents initial coaching or counseling of an employee regarding performance or behavior issues which may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."</p> | <p>a) Record copy. 1 anniversary year after final action. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |
| EMPLOYMENT APPLICATION AND SELECTION RECORDS #24 | <p>This record series consists of all records which document the selection process and justify the selection decision, including but not limited to, the job opportunity announcement and any other recruitment efforts; position descriptions, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; application and resumes for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examinations records; reference checks; list of eligible candidates; list of applicants' ratings or rankings; description of the selection process and selection techniques used; name and titles of all persons participating in the selection process; and other information that affects the selection decisions. See also "PERSONNEL RECORDS" and "POSITION DESCRIPTION RECORDS" items.</p> | <p>a) Record copy: 4 anniversary years after personnel action provided any litigation is resolved. b) Duplicates: Retain until obsolete superseded or administrative value is lost.</p> |
| GRIEVANCE FILES #110 | <p>This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work-related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), F.S., outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.</p> | <p>a) Record copy. 3 fiscal years after settlement provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |
| PAYROLL RECORDS: SUPPORTING DOCUMENTS #195 | <p>This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.</p> | <p>a) Record copy. 5 fiscal years provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |

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| PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM #19 | <p>This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.</p> | <p>a) Record copy. 25 fiscal years after separation or termination of employment. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |
| PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) #162 | <p>This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.</p> | <p>a) Record copy. 50 fiscal years after separation or termination of employment. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |
| PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT #66 | <p>This record series consists of all personnel information relating to each Other Personal Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.</p> | <p>a) Record copy. 3 fiscal years after separation or termination of employment provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |
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| <p>POSITION DESCRIPTION RECORDS #38</p> | <p>This record series documents the specifically assigned duties and responsibilities for a particular position including, but not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."</p> | <p>a) Record copy. 2 anniversary years after superseded provided applicable audits have been released. b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.</p> |
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