



Records Retention Schedule

Record Copy of Common HR/Payroll Documents

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_REQUEST.pdf, to RML0@ucf.edu.

Item #	Description	Retention Period	UCF Document Examples
Attendance And Leave Records #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. NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.	3 fiscal years	LAPERs FMLA paperwork Leave Requests Leave Reports
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.”	5 anniversary years after final action.	Investigative Documents

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Employee Conduct Counseling Records # 206	This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that 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	1 anniversary year after final action.	Memorandum of Counsel
Employment Application and Selection Records # 24	This record series consists of all records that document the selection process and justify the selection decision, including, but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés 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 examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."	4 anniversary years after personnel action provided any litigation is resolved	Applications Resumes/CVs Background Checks Correspondence Interview Questions Reference Checks Selection Rationale Posting Position Description/Comp Analysis Applicants Demographic Information Search Committee Information
Grievance Files #110	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), Florida Statutes, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.	3 fiscal years after settlement	Grievance Documentation
Payroll Records: Supporting Documents #195	This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, 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.	5 fiscal years	Timesheets/LAPERS Payroll Processor/Authorizer Reports Off Cycle Request Forms Retroactive Request Forms

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Personnel Records: Florida Retirement System #19	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, copies of 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, Florida Statutes, Personnel rules, records, and reports, and Rule 60L-30, Florida Administrative Code, Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.	25 fiscal years after separation or termination of employment.	Documents within the personnel files of line employees (USPS, A&P, Faculty) Employment Applications Resumes Transcripts Onboarding Paperwork Employment Agreements Personnel Action Forms Performance Appraisals Training Documents Final Disciplinary Action Summary Position Descriptions Compensation Analysis Commendation Letters Resignation Letter
Personnel Records: OPS/Volunteer Intern/Temporary Employment # 66	This record series consists of all personnel information relating to each Other Personnel 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, copies of 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, Florida Statutes, and Rule 60L-30, Florida Administrative Code, 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," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.	3 fiscal years after separation or termination of employment.	Documents with in the personnel files of OPS employees (student, non-student) Employment Applications Resumes Transcripts Onboarding Paperwork Employment Agreements Personnel Action Forms Training Documents Commendation Letters Resignation Letter

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Personnel Records: Supplemental Documentation # 378	This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file that is not covered by other employee-related items. See also "DRUG TEST CASE TILES," "EMPLOYMENT Application and SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORD" items.	5 fiscal years	Exit Interview Exit Employee Checklist
Position Description Records #38	This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is 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."	2 anniversary years after superseded	Position Descriptions