



## Office of Human Resources eHRFile Standardization

| Lin<br>€ | PERCEPTIVE CONTENT DOC TYPE<br>NAME      | EXAMPLES OF PERSONNEL RECORDS   | RECORDS RETENTION                  |
|----------|--|---|------------------------------------|
| 1        | ADA & Disability X HR                    | Disability and ADA accommodation request, approval or denial; self identifications, etc.  | SOE-10 (10yrs after separation)    |
| 2        | Awards and Perf Recognition X HR         | Award and recognition letters, etc.   | SOE-10 (10yrs after separation)    |
| 3        | CBC and Drug Background Checks X HR      | Background check email, drug tests, criminal background checks (CBC), OIG, etc.   | SOE-10 (10yrs after separation)    |
| 4        | Conflict of Interest X HR                | Conflict of interest forms  | SOE-10 (10yrs after separation)    |
| 5        | Cont Educ, Prof Dev, Training X HR       | Continuing education, compliance training and professional dev  | SOE-10 (10yrs after separation)    |
| 6        | Credentials X HR                         | Credentials, CEU's, medical licenses, etc. (non-HLC related)  | SOE-10 (10yrs after separation)    |
| 7        | Delegation of Authority X HR             | Delegation of authority letters   | SOE-10 (10yrs after separation)    |
| 8        | Discipline and Perf Correction X HR      | Coaching, disciplinary letter, faculty misconduct letter; Performance improvement plans (PIPs) non-discipline related (e.g. growth focused), etc.<br><i>*This does not include manager notes.</i> | SOE-10 (10yrs after separation)    |
| 9        | Education and Cert Verifications X HR    | Education and certification verification, etc.  | SOE-10 (10yrs after separation)    |
| 10       | Faculty reviews and letters X HR         | Faculty 3rd year review, distinguished professor recognition, promotion and/or tenure letters, emeritus recognition letter, etc.  | Archival after separation          |
| 11       | FMLA Cert and Corresp X HR               | FMLA acknowledgement, certifications, letters, and related-correspondence, etc.   | SOE-75 (75yrs from separation)     |
| 12       | Grievance docs prior to 2022 X HR        | Grievance materials including faculty and staff grievances  | COC-25 (25yrs from close of claim) |
| 13       | Hiring notes, references, and lists X HR | Job posting/requisition, applicant interview notes, reference checks, approval to hire, etc.  | DOC-5 (5yrs from creation)         |
| 14       | Historical records X HR                  | Imaged files from microfiche, and various documents from October 2006 and prior, may include PAF's, I-9s, Tax, supervisor notes, etc.   | SOE-10 (10yrs after separation)    |
| 15       | HLC X HR                                 | Higher Learning Commission (HLC) related materials  | SOE-10 (10yrs after separation)    |
| 16       | I9 eVerify Docs X HR                     | eVerify, I-9 and supporting document(s)   | SOE-10 (10yrs after separation)    |
| 17       | Immigration application Docs X HR        | Immigration petitions and approvals (I-797, petition, withdrawal notice), etc.  | SOE-10 (10yrs after separation)    |
| 18       | Immigration Public Access doc X HR       | Immigration/citizenship public access records   | SOE-10 (10yrs after separation)    |
| 19       | Job-Income Verif and Referrals X HR      | Employment/Income verifications, referrals provided to external sources, etc.   | DOC-5 (5yrs from creation)         |
| 20       | Justification for pay change X HR        | Justification for Increase or decrease  | DOC-5 (5yrs from creation)         |



# University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

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|-----|--|--|---------------------------------|
| 21  | Leave Donor programs X HR                | Shared Leave, Organ&Bone marrow donor leave requests, approval or denial   | SOE-75 (75yrs from separation)  |
| 22  | Leave of Absence (LOA) X HR              | Leave of Absence (LOA) medical and non-medical   | SOE-75 (75yrs from separation)  |
| 23  | Medical Doctors notes X HR               | Fitness for Duty, return to work release, medical second opinions, etc.  | SOE-75 (75yrs from separation)  |
| 24  | Name Verification X HR                   | Social security card (SSN)   | SOE-75 (75yrs from separation)  |
| 25  | Offer-Contracts-Appt Ltrs X HR           | Appt/offer/acceptance letter, appointment notification form, employment contracts, salary letters, volunteer appointment notifications, etc. | SOE-75 (75yrs from separation)  |
| 26  | Onboarding docs and agreements docs X HR | New hire checklist and onboarding materials; Confidentiality agreement, security granted, ID badge requests, etc.                            | SOE-10 (10yrs after separation) |
| 27  | PAFs-related documents X HR              | PAF's and PAF supporting documents (historical misc records)   | SOE-75 (75yrs from separation)  |
| 28  | Payroll Additional Pay & Extra Comp X HR | Additional Pay form and Extra Compensation form  | SOE-75 (75yrs from separation)  |
| 29  | Payroll Adjustment-related-corresp X HR  | Payroll corrections, overpayment calculations, deduction authorizations, and garnishments, etc.  | SOE-10 (10yrs after separation) |
| 30  | Payroll Check Auth X HR                  | Legal auth for surviving spouse to receive paycheck ("Order of Refusal to Surviving Spouse)  | SOE-10 (10yrs after separation) |
| 31  | Payroll Correspondence X HR              | Payroll correspondence   | SOE-10 (10yrs after separation) |
| 32  | Payroll Deferred Pay Agreement X HR      | Deferred pay option agreement  | SOE-75 (75yrs from separation)  |
| 33  | Payroll Direct Deposit X HR              | Direct deposit   | DOC-10 (10yrs from creation)    |
| 34  | Payroll non-employee file X HR           | Payroll working documents, timeclock documents, file audits, and other non-employee personnel file documents.                                | SOE-10 (10yrs after separation) |
| 35  | Payroll NRA TAX X HR                     | Non-resident alien (NRA) tax documents   | SOE-10 (10yrs after separation) |
| 36  | Payroll Overpayment Auth X HR            | Repayment agreement  | SOE-75 (75yrs from separation)  |
| 37  | Payroll Rosters and Check Requests X HR  | Rosters, off-cycle payments, and voided online checks, etc.  | SOE-75 (75yrs from separation)  |
| 38  | Payroll tax forms and letters X HR       | W-4, tax correspondence, letters and forms including FICA exemptions, etc.   | SOE-10 (10yrs after separation) |
| 39  | Perf Evaluations and Appraisals X HR     | Performance goals/objectives, Evaluation/appraisal, performance improvement plans (PIPs) related to performance concerns, etc.               | SOE-10 (10yrs after separation) |
| 40  | Personal Data Form old docs X HR         | Personal Data Form (PDF) historical  | SOE-75 (75yrs from separation)  |



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|-----|--|--|---------------------------------|
| 41  | Position Desc, Change in Duties X HR     | Change in duties, position description, reclassification approvals, etc.   | SOE-10 (10yrs after separation) |
| 42  | Post Offer Employment Testing X HR       | Post Offer Employment Testing (POET)   | DOC-5 (5yrs from creation)      |
| 43  | Probationary letters-related docs X HR   | Probationary period letters  | SOE-75 (75yrs from separation)  |
| 44  | Relocation and Hiring Allowance X HR     | Hiring, retention, relocation and moving agreements & correspondence   | SOE-75 (75yrs from separation)  |
| 45  | Resume and Other Application Docs X HR   | Application hired: Application materials and candidate supplied supporting documentation (letters of reference, examples of work, etc.)                            | SOE-10 (10yrs after separation) |
| 46  | Separation Ltrs and Agreements X HR      | Resignation, termination and non-renewal letters; dismissal for cause; layoff TAP agreement; separation agreement; exit checklist and off-boarding materials, etc. | SOE-75 (75yrs from separation)  |
| 47  | Student Loan Repayment Program X HR      | Student loan repayment program   | DOC-10 (10yrs from creation)    |
| 48  | Transcripts and Certifications X HR      | Certifications, transcripts, position specific testing (e.g. typing), etc.   | SOE-10 (10yrs after separation) |
| 49  | Tuition & related Incentive Benefit X HR | Education/tuition benefits and other recruitment/retention incentive program documents   | DOC-10 (10yrs from creation)    |
| 50  | Unemployment Correspondence X HR         | Unemployment correspondence  | DOC-10 (10yrs from creation)    |

**Records retention buckets:**

- 5 years from “date of creation” (DOC-5)
- 5 years from “separation of employment” (SOE-5)
- 10 years from “date of creation” (DOC-10)
- 10 years from “separation of employment” (SOE-10)
- 25 years from “close of claim” (COC-25)
- 25 years from “separation of employment” (SOE-25)
- 75 years from “separation of employment” (SOE-75)

**Please contact your campus HR Partner for questions.**