

**Municipal Records Retention Schedule M2
PERSONNEL/LABOR RELATIONS**

PART 1: PERSONNEL RECORDS

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Affirmative action records, including ADA:		
M2-010	a. Plans	5 years, or until superseded, whichever is later	destroy ¹
M2-015	b. Complaint files	5 years after last entry	destroy ¹
M2-020	c. Compliance Information (contract compliance)	5 years	destroy ¹
	Applications for employment, including resumes:		
M2-025	a. Hired	duration of employment plus 30 years ²	
M2-030	b. Not hired, includes Seasonal	2 years	destroy ¹
M2-035	c. Seasonal (hired)	5 years ³	destroy ¹
	Background Survey of Personnel, including but not limited to polygraph, psychological profiles/testing, credit reports:		
M2-040	a. Hired	duration of employment plus 30 years ²	
M2-045	b. Not hired	3 years	destroy ¹
	Civil Service Records:		
M2-055	a. Applications	2 years after life of list	destroy ¹
M2-060	b. Examinations	2 years after life of list	destroy ¹
M2-065	c. Test Results (hiring list of eligibles)	2 years after life of list	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 1: PERSONNEL RECORDS cont.			
Correspondence (in paper or electronic format):			
(M1-080)	a. Routine ⁴ , including FOI requests	2 years	destroy ¹
(M1-085)	b. Policy	permanent	maintain in municipality
Disciplinary records:			
M2-075	a. Not resulting in suspension, dismissal, litigation, EAP or other action.	5 years	destroy ^{1,5}
M2-080	b. Resulting in further action	duration of employment plus 30 years ²	
M2-090	Employee Assistance Program records	5 years	destroy ¹
M2-100	Employee medical records (does not include Worker's Compensation records or health insurance claim records maintained separately from employer's medical program)	duration of employment plus 30 years ⁶	destroy ¹
M2-110	Former permanent employees' files	duration of employment plus 30 years	destroy ¹
M2-120	Health benefit election form, Employee (COBRA)	duration of employment plus 30 years ²	
M2-130	History cards, employee (Summary of employee time records)	duration of employment plus 30 years ²	destroy ¹
M2-140	Immigration and Naturalization Service Form (I-9)	3 years after the date of hire or one year after the date employment ends, whichever is later	destroy ¹
Insurance records:			
(M3-205)	a. Certificate of Insurance, expired	3 years after audit, whichever comes later	destroy ¹
(M3-210)	b. Claim files, including health	6 years after audit, whichever comes later	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 1: PERSONNEL RECORDS cont.			
Insurance records cont.:			
(M3-215)	c. Group insurance: monthly statements of premiums due, bills, correspondence and related documents	3 years after audit, whichever comes later	destroy ¹
(M3-220)	d. Policies, expired	3 years after audit, whichever comes later	destroy ¹
M2-140	Job specifications	until superseded	destroy ¹
M2-150	Job training program records, including CETA, JTPA, etc.	3 years after audit, whichever comes later	destroy ¹
Leave requests			
M2-160	a. Supervisor's copy	1 year	destroy ¹
M2-165	b. Employee copy (non-records item)	no requirement	destroy ¹
M2-175	Medical certificates	duration of employment plus 30 years ²	
M2-185	Medical forms/options/changes in medical coverage	duration of employment plus 30 years ²	
M2-195	Military service, record of	duration of employment plus 30 years ²	
(M3 Part 2)	Payroll records, including changes	see M3, Part 2	
M2-205	Performance appraisals, employee	duration of employment plus 30 years ²	
M2-215	Personnel position change forms	duration of employment plus 30 years ²	
M2-225	Personnel status reports, monthly	1 year	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
	PART 1: PERSONNEL RECORDS cont.		
M2-235	Position request form	2 years	destroy ¹
M2-245	Prior credited service, record of	duration of employment plus 30 years ²	
M2-250	Recruitment for individual vacancies, Records of	2 years	destroy ¹
M2-255	Retirement forms, including retirement applications; refund of retirement money, etc.	duration of employment plus 30 years ²	
M2-260	Random Drug Test Results (Refer to 49 C.F.R. §382.401)	5 years or part of permanent employee file ⁷	destroy ¹
M2-265	Salary schedules	until superseded	destroy ¹
M2-275	Temporary service in higher class, request for	duration of employment plus 30 years ²	
M2-285	Training Records, employee , including, but not limited to: employee training course outlines and materials, enrollment and attendance records, applications or requests for employee training. For public safety employee training records see M7-620. Please be aware of any special requirements for the retention of training records for medical personnel, in-service training records for education personnel, etc.	6 years	destroy ¹
M2-295	Transfer, request for	duration of employment plus 30 years ²	
M2-305	Unemployment slips	duration of employment plus 30 years ²	

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Item Number	Record Series Title	Minimum Retention Required	Disposition
	PART 1: PERSONNEL RECORDS cont.		
M2-310	Violence/Harassment/Threat Assessment Investigations (including audio and videotapes)	5 years after resolution if no further action taken or until issue is resolved and all litigation is completed ⁸	destroy ¹
M2-315	Waiver of appointments	1 year after life of list	destroy ¹
M2-325	Worker's Compensation records	duration of employment plus 30 years ²	
	PART 2: LABOR RELATIONS RECORDS		
M2-335	Arbitration decisions	5 years	destroy ¹
M2-345	Contract negotiation records	permanent	maintain in municipality
M2-355	Fact finding files	5 years after filing	destroy ¹
M2-365	Grievances, records of	5 years	destroy ¹
M2-375	Labor contracts	permanent	maintain in municipality
M2-385	Mediation: Final Summary Reports	5 years inactive	destroy ¹
M2-395	Municipal Prohibited Practices	10 years from date of filing	destroy ¹

See Endnotes next page.

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¹ Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

² Refer to “Former” employees’ permanent file.

³ Provided that these records are not counted towards longevity or retirement. If this is the case, retain duration of employment plus 30 years.

⁴ This means truly routine correspondence. If the correspondence relates closely to a record series listed in this schedule, then it must be retained for the amount of time prescribed for that specific record series.

⁵ The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements. See *Lieberman v. Board of Labor Relations* (216 Conn.253, August, 1990)

⁶ See 29 C.F.R. (Code of Federal Regulations) §1910.1020(d)(1)(i).

⁷ If full-time employee, retain with permanent employee file. Refer to 49 C.F.R. §382.401.

⁸ Any tapes or notes made during the course of the investigation may not be destroyed until 5 years after resolution and expiration of appeal period; must be aware of any pending litigation.