

0745 Employee Records

Description: Documents the work history of regular and temporary employees. These records are related to staff and are kept in the Human Resources department.

Examples: Records may include applications, resumes, background checks, conditions of employment, drug testing records, job descriptions, job performance records, records regarding appointments, terminations, wage increases, promotions and demotions, letters of recommendation and resignation, notices of disciplinary action, offer letters, and work time adjustment records.

Retention Period: **Retain until separation or termination plus 7 years, and then securely destroy.**

Authority: 149 M.G.L. § 52C; 151 M.G.L. § 15; 29 C.F.R. §§ 516.5, 1602.14

See also:

0525 Faculty File (*Faculty employee records*)

1536 Work Study Program Records (*Student employee records*)