

E Personnel for UMass Boston--Paper Retention Schedule Based on Secretary of State schedule--Modified for UMass Boston

Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins
E Personnel	E1 Program Administration	E1-1	Human Resources Programs Records	Documents programs sponsored by Human Resources such as orientation, wellness, and training. Includes program handouts and literature, attendance lists, reports, evaluations, employee newsletters, and related correspondence.	Human Resources	(a) Program documentation and materials: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.
E Personnel	E1 Program Administration	E1-2	Employee Awards and Recognition Records	Documents awards given to employees. Includes award descriptions, qualification materials, and related correspondence.	Department	(a) Summary documentation: Permanent. (b) All other records: 6 years.	Upon separation.
E Personnel	E1 Program Administration	E1-3	Campus Telephone Directories and Staff	Provides a listing of staff and organizational units of the campus.	IT	Permanent.	After administrative use ceases.
E Personnel	E2 Recruitment and Hiring	E2-1	Recommendation Letters	Documents letters sent out regarding employees or past employees. Includes letters of recommendation and other correspondence.	Department	3 years	Upon creation.
E Personnel	E2 Recruitment and Hiring	E2-3	Recruitment Files	Documents the process to hire new employees. Includes job postings, eligibility lists, job descriptions, job applications, resumes, interview notes, letters of recommendation, exam and test results, approvals to hire, and related correspondence.	Human Resources / Student Employment	3 years	Upon closure or completion.
E Personnel	E2 Recruitment and Hiring	E2-4	Job Position Administration Records	Provides a record and/or history of position descriptions and functions, compensation rate charts, position advertisement formats, classifications, market surveys, and related correspondence.	Human Resources / Student Employment	4 years	Upon creation.

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E Personnel	E2 Recruitment and Hiring	E2-5	Employment Eligibility Verification Records (I9s)	Documents immigration and naturalization requirements for work in the United States in compliance with the Immigration Reform and Control Act of 1986. Includes I-9 forms and related correspondence.	Human Resources / Student Employment	Retain for 3 years after date of hire or 1 year after separation, whichever occurs later.	Upon separation.
E Personnel	E3 Affirmative Action/EEO	E3-1	Protected Employee Records	Documents the identification of employees falling under the classification of woman, veteran, or minority for the purpose of acquiring employment, job advancement, and job security. Includes self-identification forms and support materials, approval and certification documentation, claims such as discrimination and sexual harassment, and related notes and correspondence.	Office of Diversity & Inclusion	6 years	Upon separation.
E Personnel	E3 Affirmative Action/EEO	E3-2	Employee ADA Accommodation Records	Documents the campus' reasonable accommodations and provisions for its employees with disabilities in compliance with the Americans with Disabilities Act of 1990. Includes employee requests, medical information, complaint and labor relations documentation, and related correspondence.	Office of Diversity & Inclusion	Permanent.	Upon creation.

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E Personnel	E3 Affirmative Action/EEO	E3-3	Affirmative Action/EEO Administrative Records	Documents the administration of the program to promote an equal opportunity work environment. Includes oversight documentation of practices such as hiring, equipment purchasing, and contracts. Also includes ongoing analysis relating to the measurement of affirmative action program success and compliance.	Office of Diversity & Inclusion	(a) Internally produced reports, policies, and procedures: Permanent. (b) All other records: 3 years.	Upon creation.
E Personnel	E4 Employee	E4-1	Employee Confidentiality Statements	Consists of agreements signed by employees indicating that they will comply with the confidentiality standards of the campus.	IT	3 years	Upon separation.
E Personnel	E4 Employee	E4-2	Security Access to Campus Applications	Documents employee access to campus computer programs and applications.	IT	3 years	After inactive, revoked, or superseded.
E Personnel	E4 Employee	E4-3	Employee ID Card Records	Documents the process to produce ID cards for employees. Includes intake information, card production dates, and related correspondence.	Student Life	Retain until card expires or is voided.	Upon creation.
E Personnel	E4 Employee	E4-4	Employee Contact Information Records	Consists of employee contact information forms and emergency contact forms.	Human Resources	Permanent; kept in personnel file. (See E4-5).	Upon creation.

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E Personnel	E4 Employee	E4-5	Employee Personnel Files	Documents individual employee work histories including job application forms, resumes, job offer and acceptance letters, personnel appointment and change forms, awards and commendations, performance reviews, paper requests for payroll deductions, reallocations, and related correspondence. Also includes documents relating to individual or class actions regarding reclassifications, promotions, demotions, transfers, layoffs, reductions-in-force, severance agreements, and terminations.	Human Resources	Permanent.	Upon separation.
E Personnel	E4 Employee	E4-6	Employee Medical, Injury, and Personal Records	Documents the medical and personal materials of individual employees, including health-related insurance claims, accident and safety reports, medical leave documents, worker's comp, and medical (exposure) surveillance documents. Also documents employee work-related accidents and injuries, including accident report forms, incident reports, doctors' reports, logs and summary reports, and related correspondence.	Human Resources	Permanent.	Upon separation.
E Personnel	E4 Employee	E4-7	Employee History Cards	Provides summary information on the employment history of individual employees. Information includes employee name, social security number, job title, dates of service, rate of pay, and any changes affecting employment.	Human Resources	Employee history cards 1970-1985: Permanent.	Upon separation.

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E Personnel	E4 Employee	E4-8	Employee Training and Certification Records	Documents the training of staff in compliance with state laws or campus rules and regulations. Includes training program materials, session schedules, attendance reports, continuing education documentation, in-service documentation, certification lists and documents, and related correspondence.	Human Resources	(a) If separate from personnel file: 10 years. (b) If kept with personnel file: Permanent.	Upon separation.
E Personnel	E4 Employee	E4-9	Intern and Volunteer Records	Documents individual volunteer and intern involvement on campus. Includes resumes, applications, agreements, work plans, and related correspondence.	Department	6 years	Upon separation.
E Personnel	E5 Personnel Actions	E5-1	Personnel Action and Employee Grievance Records/Employee Complaint, Investigation, and Disciplinary Records	Documents investigations into alleged employee misconduct including complaints, notes, statements, determinations, and record of actions taken. Also documents work-related grievances from employees relating to their job environment including complaints, hearing notices, arbitration findings, meeting notes, dispositions, and related correspondence.	Human Resources/ Student Affairs	(a) Landmark or policy setting cases: Permanent (b) Case summaries and final decisions: 30 years (c) All other records: Retain 6 years after final action.	After final action.