

## Human Resources

### Retention and Disposition Schedule -- DRAFT

The following is the draft records schedule for this department. For questions about this schedule, or about adding items not found herein, please contact the college archives at muskie@bates.edu. For administrative records not found in this schedule (general correspondence, publications, meeting minutes and agenda, etc), please consult the General Administrative records schedule.

**IMPORTANT:** You should never knowingly destroy any records that either are part of (or you may believe are part of) an ongoing audit, claim, or investigation, regardless of the Disposition note for that record.

**Key:**

E + 30 = duration of employment plus 30 years

CYE + ## = calendar year end (of applicable document) plus # of years

T + ## = termination plus # of years

F + 6 = six years from filing date

H + ## = date of hire plus # of years

Item	Retention	Disposition
Employment Files	Permanent	Consult Archives for potential transfer
Employee Medical Files	E + 30	Confidential destruction
Welfare Plan Benefit Invoices	CYE + 6	Confidential destruction
Retirement Plan Records	T + 1	Confidential destruction
Retirement Plan Employee Records	T + 6	Confidential destruction
OSHA Logs	CYE + 5	Confidential destruction
Records regarding employee exposure	E + 30	Confidential destruction
MSDS sheets	Permanent	Consult Archives for potential transfer
I-9 forms	H + 3 or T + 1	Confidential destruction
Payroll records	CYE + 6	Confidential destruction
Applications/Open Position Information	CYE + 1	Confidential destruction
Form 5500	F + 6	Confidential destruction
Employee Beneficiary Records	T + 6	Confidential destruction
FICA/FUTA Records	CYE + 6	Confidential destruction
Old FSA Plan Reimbursements	CYE + 3	Confidential destruction
State of Maine Unemployment Insurance	Permanent	Consult Archives for potential transfer