

# **HUMAN RESOURCES DEPARTMENT**

## **COMPLAINT FILES**

Active: 5 years  
Disposition: shred hard copy, permanent electronic files

## **CONFIDENTIAL FILES**

Includes: physician records of examination, diagnostic records, laboratory test records, drug screening records, health plan application forms, KPERS, FMLA, accident reports, workers' compensation reports, detailed background checks, etc.

Active: tenure plus 2 years  
Disposition: shred hard copy, permanent electronic files kept for 65 years

## **GREIVANCE FILES**

Active: 5 years  
Disposition: shred hard copy, permanent electronic files

## **KEY FILES**

Includes applications, background checks (not hired), interview questions, and employment testing (excludes medical testing [not hired]).

Active: 5 years  
Disposition: destroy

## **PERSONNEL FILES**

Includes: employment application, background check, policy signatures, tax forms, payroll actions, discipline actions, awards, training, performance appraisals, exit interview form, tuition reimbursement, position description, etc.

Active: tenure plus 2 years  
Disposition: shred hard copy, permanent electronic files kept for 65 years

## **STATE AND LOCAL GOVERNMENT INFORMATION REPORT EEO-4**

Active: 3 years  
Disposition: destroy