

## POLICY 18 OFFICIAL PERSONNEL RECORDS

### **Rule 18.02 - Retention and Disposal**

The University Archivist on each campus is responsible for matters concerning the retention and disposal of the employee personnel records, and facilitating compliance with the State Records Act (5 ILCS 160/1 *et seq.*). Under provisions of the General Rules Concerning University Organization and Procedure, Article 6, Section 4, “No University records shall be discarded or destroyed except upon the prior approval of the archivist [on that campus] pursuant to the finding and recommendation by the administrative unit involved that such records have no further administrative value.” Retention schedules for employee personnel records maintained by each campus human resources office and employing units shall be developed under the supervision of the University Archivist at the appropriate campus.

### **Regulations**

#### 18.021 Human Resources Office Personnel Records

Each campus human resources office shall prepare a Records Disposal Authorization in consultation with the University Archivist of that campus. Retention schedules shall be developed for employment-related records for permanent status employees who leave the University, non-status employees (extra help and temporary appointments), employees who have been discharged, and employees who have been laid off and are subject to reemployment. Other records, such as applications and referral records of applicants shall also be addressed. Retention schedules, approved by the campus archivist and the State Records Commission, shall document the retention period for records in offices prior to disposal, transfer to the archives, or conversion to alternate media.

At the discretion of the head of the campus human resources office, employee records may be microfilmed or essential data entered into a database. Microfilmed records must be in compliance with the standards of the Illinois State Records Commission. The information in electronic systems must also be scheduled on a Records Disposal Authorization approved by the University Archivist to insure that appropriate procedures exist to allow ongoing access to and backup of the records. The original documents, however, may be destroyed only as authorized by the University Archivist of that campus.

#### 18.022 Employing Unit Records

Each campus human resources office shall develop policies for the retention of an employee’s personnel record by the employing unit following separation. All or part of it may be sent to the campus human resources office for retention as part of its record. Employee records maintained in campus units shall not be destroyed unless authorized

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**Regulations (Continued)**

by the University Archivist of that campus. Retention schedules for records maintained by campus units shall be developed by the campus unit under the supervision of the University Archivist of that campus and incorporated into a Records Disposal Authorization.