

Records Retention Schedule - Human Resources

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Notes
HR01-01	0105-0000	HR Policies		HR	Permanent	Permanent		
HR02-01	0107-0000	Employee File – Includes:	Includes: Application for Employment; Tax Forms; Reference Checks; Transcripts; Degrees; Performance Assessments;	HR	Termination + 6 years	Termination + 2 years	4 years	
HR02-02	0150-0002	Performance Assessment Review – Copy (Kept by Departments)		Departments	1 year after final Evaluation	1 year after final Evaluation		Original kept in employee file by HR
HR03-01	0118-0001	Time Records – Original (Kept by HR)		HR	6 years	2 years	4 years	
HR03-02	0118-0002	Time Records - Copy (Kept by Departments)		Departments	3 years	3 years		
HR04-01	0109-0001	Leave Requests – Original (Kept by HR)		HR	6 years	2 years	4 years	
HR04-02	0109-0002	Leave Requests – Copy (Kept by Departments)		Departments	3 years	3 years		
HR05-01	0101-0000	Employee Benefit Files		HR	Permanent	2 years	Permanent	
HR06-01	0051-0000	Job Specifications	Includes position qualifications and duties	HR	Permanent	Permanent		
HR07-01	0108-0000	Unsuccessful Applicants File	Resumes, Applications, Interview Notes etc	HR	3 Years	3 Years		
HR08-01	0052-0001	Request for New Title – Approved		HR	Duration of the Title	Duration of the Title		
HR08-02	0052-0002	Request for New Title – Denied		HR	3 years	3 years		
HR08-03	0053-0001	Request for Reclassification	Reclasification of an existing title	HR	3 years after final decision	3 years after final decision		
HR08-04	0054-0001	Request for Re-Evaluation of Title – Approved	Request to re-evaluate a class title based on change in responsibilities or organizational structure	HR	Duration of the Title	Duration of the Title		
HR08-05	0054-0002	Request for Re-Evaluation of Title – Denied		HR	3 years	3 years		
HR09-01	0115-0000	Reports – Accidents		HR	6 years	6 years		
HR10-01	0103-0001	Grievance File – policy Establishing Settlements		HR	Permanent	Permanent		
HR10-02	0103-0005	Grievance File – Routine Settlements		HR	1 year after settlement	1 year after settlement		
HR11-01	0107-0000	Employment Eligibility Verification (I-9)		HR	Termination + 6 years	Termination + 2 years	4 years	
HR12-01	0116-0001	Request for Disability Leave/ Employee Medical File	Disability incurred from employment	HR	Termination + 6 years	Termination + 2 years	4 years	
HR12-02	0116-0002	Request for Disability Leave – Copy (Kept by Departments)	Disability incurred from employment	Departments	3 years	3 years		Original kept in employee file by HR