

Records Management Best Practices: Human Resources Records

The following best practices were developed in consultation with the Fredonia Human Resources Department.

The Human Resources Department is the official record custodian for the list of records below related to Fredonia Human Resources records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Personal History Files
- Employee Summary Service Records
- Summary Reports Regarding Personnel
- Personnel Transaction Forms
- Subject and Correspondence Files
- Employment Inquiry Files
- Recruitment, Hiring, Interview and Selection Records
- Employment Eligibility Verification Forms
- Employee Suggestion Program Records
- Employee Assistance Program Records (**Employee Assistance Program Office**)
- Employee Ethics Records
- Classification Files
- Centralized Eligible List Certification Files
- Decentralized Eligible List Certification Files
- Health Insurance Files
- Retirement Benefits Files
- Workers' Compensation Files

Note: The Human Resources Office retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling Human Resources at (716) 673-3434.