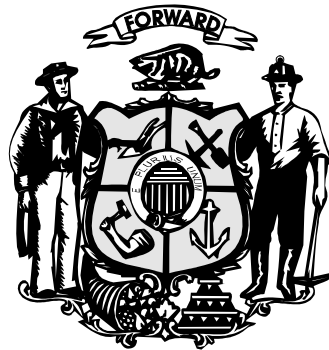


# General Records Schedule

## Human Resources and Related Records

Approved by the Public Records Board:

***March 25, 2019***



Expiration: March 25, 2029

For use by all units of Wisconsin Government at the State, County, and Municipal level

## I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records which most state agencies, the University of Wisconsin System Administration, the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use to administer Human Resources records. The schedule is applicable to human resources records regardless of format or media. For further information on policies and procedures, refer to the [Wisconsin Human Resources Handbook](#).

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule and for further information on who may use General Records Schedules. In particular, please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

The broad categories within the document are:

- General Policies and Procedures
- Recruitment and Selection
- Classification and Compensation
- Workforce Management
- Employment Relations
- Affirmative Action and Equal Employment Opportunity
- Medical
- Employee Assistance (EAP)
- Training
- General Human Resource Administration

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating an RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

This schedule goes into effect upon final approval by the Public Records Board.

## II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

As of October 1, 2015, most state agencies are using STAR (PeopleSoft) as the infrastructure for finance, budget, procurement, business intelligence, and human resource functions. Most human resources functions began utilizing STAR in December 2015.

## III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

Information about identity theft and information security is available at <http://itsecurity.wi.gov/>.

## IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure; however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

## **V. Superseded Record Series**

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

## **VI. Related Records**

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not, however, contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

## **VII. Closed Record Series**

When revising a GRS, it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

## **VIII. Revision History**

See the “Revision History” section for a listing of changes to this GRS.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
<b>General Policies and Procedures</b>								
HR000002	<b>Delegation Agreements</b>	Formal agreements between Division of Personnel Management (DPM) and state agencies delegating authority for certain HR-related activities to agency appointing authorities.	No	No	EVT + 5 years and destroy.	Event is date new agreement signed.	These agreements are not the same as Service Level Agreements (SLAs) and Memorandums of Understanding (MOUs), which are governed by ADM00029.	
HR000003	<b>Delegation Performance Audits</b>	Audits of agency performance of personnel practices, per established policies and procedures and per the terms of the specific delegation agreement.  Agency responses and recommended actions required to maintain delegation.	No	No	EVT + 3 years and destroy.	Event is date of final audit report.		
<b>Recruitment and Selection Records</b>								
HR000011	<b>Request to Staff Positions</b>	Forms or systems processes to begin to staff a position.	No	No	EVT + 4 years and destroy.	Event is date request is approved or denied.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000013	<b>Recruitment and Selection Related Records</b>	<p>Includes job announcements for positions (permanent, project and LTE) under recruitment by state agencies and maintained by state agencies. These job listings originate in Wisc.Jobs, the official website for Wisconsin jobs, but they can also come from agency standalone recruitment announcements. Also includes internal agency transfer announcements.</p> <p>It also includes the recruitment and assessment folder, which contains, but is not limited to, the position description, job announcement, Selection Assessment Strategy, Adverse Impact Analysis, assessment, benchmarks, employment applications, score sheet, raters, oral board members, rater remarks, advertisements, correspondence with applicants, assessment administration related documents, and requests to reuse/reactivate an existing register.</p>	Yes	Yes  Wis. Stat. §§ 19.36(7)(b), 19.36(10), 103.13(6) and 230.13	EVT + 4 years and destroy confidential.	Event is date of completion of recruitment (or recruitment campaign for group hires) or the date of agency decision to no longer recruit for the position(s).		<b>HR000012</b> <b>HR000014</b> <b>HR000016</b>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
		<p>It also contains the register and certification records such as the list of individuals who took and passed an assessment and those certified for further consideration.</p> <p>The certified list contains the Reports of Action on each candidate's status (e.g., Selected, Not Selected, Not Interested, Failed to Respond, etc.). The certified list is used to conduct additional screens or interviews for a particular job/vacancy.</p> <p>Includes interview questions, benchmarks, interview notes and evaluations, resumes, cover letters, work simulation tests and scores, reference checks, and any other related information used in evaluation of applicants.</p>						

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000015	<b>Staffing Decision Appeals</b>	<p>Appeals for all types of staffing decisions.</p> <p>Includes letters of appeals, related correspondence, and final decisions.</p>	Yes	<p>Yes</p> <p>Wis. Stat. §§ 19.36(10), 103.13(6) and 905.03</p> <p>May contain attorney-client privilege or attorney-client work product.</p>	EVT + 7 years and destroy confidential.	Event is date appeal is closed by settlement, Wisconsin Employment Relations Commission (WERC) decision, or end of court case.		
HR000017	<b>Background Checks and Fingerprint Documentation</b>	<p>Background checks and fingerprint documentation for all candidates and hires where an agency chooses or is required to perform such checks.</p> <p>Records include any checks that are completed and used as a factor in the decision to consider or hire an individual for a position. Including, but not limited to, criminal and fiduciary checks.</p> <p>These checks must be performed in accordance with Federal and State laws along with the Wisconsin Human Resources Handbook.</p>	Yes	<p>Yes</p> <p>Wis. Stat. § 19.36(10)</p>	EVT + 6.5 years and destroy confidential.	Event is date last result is received.	These records are NOT be kept in the Personnel file.	



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR00017A	<b>Background Checks Consent Forms and Fingerprint Documentation – No Check Completed</b>	Background checks consent forms and similar fingerprint documentation for candidates where an agency did not perform the check.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 3 months and destroy confidential	Event is date of completion of recruitment (or recruitment campaign for group hires) or the date of agency decision to no longer recruit for the position(s).		
HR000018	<b>Documentation After Hire</b>	Written Hiring Reason for Classified and Project Appointments or equivalent forms to comply with Wis. Stats. §§ 230.21(1m)(b), 230.25(1p), and 230.27(k) and related instructions.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 4 years and destroy confidential.	Event is date of hire.		
HR000020	<b>LTE Requests</b>	LTE Request form or equivalent.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 1 year and destroy confidential.	Event is last day on payroll.		
HR000021	<b>Requests for Consideration of Employment Status Changes and Related Records</b>	Requests from individuals with eligibility under the civil service system for permissive reinstatement, contractual transfers, non-contractual transfers, and voluntary demotions and related records.	Yes	Yes Wis. Stats. §§ 19.36(7)(b) and 230.13	EVT + 4 years and destroy confidential.	Event is date of response.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000022	<b>Unsolicited Resumes and General Expressions of Interest in Employment</b>	Includes interest in permanent, project, or limited term positions.	Yes	No	EVT + 6 months and destroy confidential.	Event is date of receipt.		
HR000023	<b>Resume Banks</b>	A file of candidates interested in employment in the Wisconsin Civil Service which are maintained for a variety of purposes including promotion of affirmative action goals.	Yes	No	CR + 1 year and destroy confidential.	Event is date of creation.		
HR000025	<b>Non-Select Letters or Emails</b>	Non-select letter to each applicant who interviewed or was considered but not hired.	Yes	Yes Wis. Stat. §§ 19.36(7)(b) and 19.36(10)	EVT + 1 year and destroy confidential.	Event is end of recruitment.		
HR000026	<b>Federal I-9 Forms</b>	Federal form to document that the employer checked immigration status of hires.  The Federal Immigration Reform and Control Act of 1986 (IRCA) requires all employers to verify the employment eligibility of employees hired after November 7, 1986.	Yes	Yes Wis. Stat. § 19.36(10)  8 USCS 1324(a)	EVT + 3 years after date of hire or 1 year after termination, whichever is longer, per USCIS 13248, and destroy confidential.	Event is date of hire or date of termination.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000027	<b>Selective Service Eligibility Verification Related Records</b>	Documentation of verification of Selective Service System registration prior to an initial appointment to a state of Wisconsin position, as required by Wis. Stat. § 230.143.	Yes	Yes  Wis. Stat. § 19.36(10)  5 USCS 5529	EVT + 4 years and destroy confidential.	Event is date of appointment.	The selective service web application at: <a href="https://www.sss.gov/regver/wfverification.aspx">https://www.sss.gov/regver/wfverification.aspx</a> is used to verify a candidate's registration status. Selective service registration can be documented by printing out the confirmation of the applicant's registration status.	
<b>Classification and Compensation and Related Records</b>								
HR000040	<b>Agency Requests and Action on Creating Classifications</b>	Agency requests and action on requests to create new classifications and the related reports. Includes placement of classification into an appropriate pay schedule and range, and determination if the position is a Career Executive position.	No	No	EVT + 3 years and destroy.	Event is date of approval or denial of request.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000041	<b>Requests and Decisions for Reclassification of Civil Service Positions</b>	All materials used for justification and analysis of reclassification requests. Includes current and prior position descriptions, related forms, official organization chart, and related material.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 103.13(6)	EVT + 6 years and destroy confidential.	Event is date of final decision, <i>not</i> effective date of transaction.	The official notification of all reclassification actions, which includes a detailed explanation of the justification is to be placed in the employee's official Personnel file.	
HR000042	<b>Reallocations of Civil Service Positions</b>	All materials used for justification and analysis of reallocation requests. Includes current and prior position descriptions, related forms, official organization chart, and related material.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 103.13(6)	EVT + 6 years and destroy confidential.	Event is effective date of transaction.	The official notification of all reallocation actions, which includes a detailed explanation of the justification, is to be placed in the employee's official Personnel file.	
HR000043	<b>Approval of Classification-Levels after DOA Approval of the Reorganization</b>	Documentation of the analysis and approval of classification levels as a result of a formal reorganization.  These reorganizations may be approved by legislative action and sometimes are the result of gubernatorial and agency appointing authority decisions.	No	No	EVT + 2 years and destroy.	Event is date re-organization is officially implemented.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000046	<b>Position Classification Specifications</b>	Documents defining civil service classifications that serves as the basic authority for the assignment of positions to a classification.	No	No	EVT + 15 years and destroy.	Event is date a specification is discontinued or updated.	Division of Personnel Management maintains older versions of current class specifications as well as previous class specifications.	
HR000047	<b>Classification Surveys and Related Documentation</b>	Survey reports and related documentation with classes created and/or abolished along with any resulting HR bulletins.	No	No	EVT + 6 years and destroy.	Event is close of survey or action taken.		
HR000048	<b>Personnel Transaction Appeals</b>	Appeals of reclassifications, reallocations, classification survey, and status of positions as a protective occupation.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 905.03  May contain attorney-client privilege or attorney-client work product.	EVT + 7 years and destroy confidential.	Event is date appeal is closed by settlement, Wisconsin Employment Relations Commission (WERC) decision, or end of court case.		
HR000049	<b>Protective Occupation Requests</b>	These records document agency requests to have a position identified as a protective occupation.	Yes	Yes  Wis. Stat. § 19.36(10)	EVT + 7 years and destroy confidential.	Event is date of approval or denial of request.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000050	<b>Fair Labor Standards Act (FLSA) Formal and Informal Complaint Files</b>	Records include allegations of FLSA violations by state agencies as well as state investigation, the results of such investigation, and remedial action, if appropriate.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 5 years and destroy confidential.	Event is date of determination.		
HR000051	<b>Fair Labor Standards Act (FLSA) Status Requests</b>	Requests from agencies to determine if individual employees are exempt or non-exempt under FLSA.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 3 years and destroy confidential.	Event is date of determination.		
HR000052	<b>Review of Positions for Placement in Executive Salary Groups (ESG)</b>	Division of Personnel Management review of position description for placement in the ESG. Also includes requests to change ESG designation of specific positions in the statutes.	No	No	PERM	Retention Justification:  These records contain historical information utilized to determine appropriate ESG assignments for the position under review to identify changes and for comparison positions.	Notification letters of results of ESG reviews are to be placed in the employee's official Personnel file.  It is necessary for DPM and the state agency to maintain a historical file on ESG reviews.	
HR000053	<b>Agency Requests to Raise the Minimum Rate for a Classification</b>	Agency requests to raise the minimum rate for classifications in order to match market conditions for certain types of positions.	No	No	EVT + 3 years and destroy.	Event is last effective date of labor agreement or compensation plan.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000054	<b>Agency Requests to Hire Above the Minimum (HAM)</b>	Agency requests to hire above the minimum rate for recruitment in order to address the need for unusual qualifications or attract applicants with above the minimum qualifications (over and above what is normally required at entry to the classification).  Applies to both delegated and non-delegated agencies.	No	No	EVT + 3 years and destroy.	Event is date of approval or denial of request.		
HR000055	<b>Accretions and Conversions</b>	Requests for change in positions from or to classified civil service.	No	No	CR + 3 years and destroy.	Event is date of creation.	Conversions and accretions are not appealable to WERC.	
HR000056	<b>Biennial Compensation Plan for Non-Represented Employees</b>	Includes preliminary proposals, public hearings, and the final proposal presented to the Joint Committee on Employment Relations. A similar set of documents exists for every recommendation for a modification or amendment made during the biennium.	No	No	PERM	Retention Justification:  Needed to reconstruct employees' pay.	One complete set of compensation plans is to be retained permanently for use in reclass, pay on reinstatement, and pay on restoration computations.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000057	<b>Moving and Lodging Expense Reimbursement</b>	Requests for moving and lodging reimbursement as a result of recruitments or personnel transactions of current state employees.	Yes	Yes  Wis. Stat. § 19.36(10)	EVT + 3 years and destroy confidential.	Event is date of approval or denial of request.	There is permissive authority for hiring authorities to request and Division of Personnel Management approve such reimbursement subject to established maximum amounts.  Some agencies have delegated authority to approve these reimbursements.	
HR000058	<b>Alphabetical Listing of Classifications</b>	A listing of all classifications and associated data (e.g. class code, pay schedule, pay range, etc.) in the civil service system, current as of certain date.	No	No	EVT + 10 years and destroy.	Event is superseded.		



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000059	<b>Nominations for Compensation Awards</b>	Required form or memo requesting that employees be considered for compensation awards. This may include discretionary merit, equity, or retention awards.	Yes	Yes	EVT + 3 years and destroy confidential.  Wis. Stat. §§ 19.36(10) and 103.13(6)	Event is date of approval or denial of award.	Award notification letter for those individuals receiving awards is to be placed in the employee's official Personnel file.	
HR000060	<b>Compensation Awards Related Reports</b>	Reports on agency compensation awards, pay upon appointment, and award distribution, per state policies and procedures.	Yes	Yes	CR + 3 years and destroy confidential.  Wis. Stat. § 19.36(10)	Event is date of creation.		
HR000061	<b>Labor Market Surveys</b>	State-conducted and proprietary wage surveys and ad hoc wage surveys. Survey documents and analysis materials including working papers and labor market survey responses.	No	No	EVT + 5 years and destroy confidential.	Event is survey conclusion.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000062	<b>Compensation Tables and Special Reports</b>	<p>Payroll statistical reports include tables which, along with special reports that are generated, are used in planning and during collective bargaining.</p> <p>Big 10 tables provide payroll information on classifications. Little 10 tables and leave reports provide information on leave utilization and various additional compensation tools.</p>	No	Yes  Wis. Stat. § 19.36(10)	CR + 15 years and destroy confidential.	Event is date of creation.	<p>Big 10, Hr. &amp; \$, Little 10, etc.</p> <p>Tables 1, 5, 6, 7, 8 and 10, and special reports.</p>	
HR000064	<b>Compensation Reserve Development Reports and Documentation</b>	<p>DPM is responsible for the development of the compensation reserve recommendation which is submitted to the Department of Administration State Budget Office. This recommendation is reviewed during the development of the Governor's biennial budget and will be the compensation and benefit package resulting from collective bargaining and the non-represented plans, increases in health insurance premium costs, and other related items. DPM is responsible for monitoring and reporting on the status of the reserve and providing counsel on adjustments to be made.</p>	No	Yes  Wis. Stat. § 19.36(10)	CR + 6 years and destroy confidential.	Event is date of creation.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000065	<b>Cost Analysis of Economic Proposals During Collective Bargaining</b>	Division of Personnel Management (DPM) has responsibility for developing and computing the economic proposals and union economic demands during collective bargaining. The files consist of analysis of the economic component of issues raised during bargaining.	No	Yes  Wis. Stat. § 19.36(10)	CR + 8 years and destroy confidential.	Event is date of creation.	See HR000102 for Bargaining Unit Master, Case Files Agreement.	
<b>Workforce Management</b>								
HR000044	<b>Agency Requests and Decisions on Changes to Employing Unit Structure</b>	Agency requests and decisions on changes to established employment unit structures within an agency.	No	No	EVT + 2 years and destroy.	Event is date of approval or denial of request.		
HR000081	<b>Agency Level Workforce Plans and Related Action Plans</b>	Agency level workforce plans submitted in accordance with Governor's directive, action and project plans maintained by state agencies relating to workforce planning, and related documents.  Action plans detail the steps that will be taken to address issues identified through the workforce planning process. The project plan is an outline of how to complete the process.	No	No	EVT + 10 years and destroy.	Event is date plan is finalized and adopted by agency.		<b>HR000082</b>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000083	<b>Workforce Planning Guide and Summary of Agency Workforce Plans</b>	Statewide summary report of agency-submitted workforce plans and related planning materials prepared to assist state agencies. Also included is the workforce planning guide.	No	No	EVT + 10 years and transfer to Wisconsin Historical Society.	Event is date report is issued or new guideline is finalized.		
HR000084	<b>Employee Layoff Records</b>	Layoff records may include notice of at-risk status or impending layoff; all union/individual notices; copy of the layoff plan to include organization charts, if appropriate; and any other documents that detail or explain the layoff as it affected the employee. Other documents may include performance and discipline analysis, seniority lists, referral to other positions, and documentation that a reasonable offer was made and either accepted or turned down.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 103.13(6)	EVT + 7 years and destroy confidential.	Event is date plan is approved, effective date of layoff, or cancellation of plan.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000085	<b>Workforce Reduction Policies and Procedures</b>	Includes policy guidance issued to state agencies concerning implementation of reduction of work hours: layoff or furlough. May include answers to common questions, processes and procedures for implementation of layoff or furlough, specific responses to agency questions, and other informational resources relating to implementation.	No	No	EVT + 7 years and transfer to Wisconsin Historical Society.	Event is date policy or procedure is superseded or obsolete.	Procedures under this RDA have typically gone through a vetting process and are intended to support the agency's policies in a direct manner. This RDA does not necessarily include worker instructions which may be viewed as task-specific directions used to ensure compliance with policies and procedures.	
HR000087	<b>State Agency Layoff and Furlough Plans</b>	Includes the final approved plans and related correspondence prior to final approval.	No	Yes Wis. Stat. §§ 19.36(10) and 103.13(6)	EVT + 7 years and destroy.	Event is date plan is approved, effective date of layoff, or cancellation of plan.	Agency layoff plans are submitted for review and approval. Furlough plans are required by Governor's Executive Order #285 to be submitted and approved.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
<b>Employment Relations and Related Records</b>								
HR000102	<b>Bargaining Unit Master Agreements Case File</b>	Records related to contract language and interpretation of collective bargaining agreement language for individuals that bargain with the state. Includes bargaining notes, analysis of union proposals, and materials on development of state positions on collective bargaining agreements.	No	Yes Wis. Stat. § 19.36(10)	EVT + 10 years and transfer to Wisconsin Historical Society.	Event is date signed labor agreement is enacted into law or date of labor agreement implementation, whichever is later.		
HR000103	<b>Significant Collective Bargaining Policy Issues</b>	Contains the first agreement with the major unions and significant union management issues, such as those related to strikes, unfair labor practices, etc. that have continuing reference value. Material may be added from Bargaining Unit Master files.	No	Yes Wis. Stat. § 19.36(10)	PERM	Retention Justification:  These records contain historical information utilized to assess how to handle current and future issues.		
HR000104	<b>Agency Collective Bargaining and Collective Bargaining Agreement Administration Case File</b>	Records related to contract language and interpretation of collective bargaining agreement language, usually maintained by an agency Human Resources office.	No	No	EVT + 10 years and transfer to Wisconsin Historical Society.	Event is date signed collective bargaining agreement is enacted into law or date of labor agreement implementation, whichever is later.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000106	<b>Union Member Grievance Arbitration Case Files</b>	Case files used to track grievance arbitrations from receipt through case resolution. Includes grievant name and names of other parties (e.g., state agencies, supervisor, arbitrator, union representative, etc.), case summary, case chronology, decision/resolution and remedy, if any.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 146.82	PERM	Retention Justification:  There is no statute of limitations for union grievances. The possibility always exists that a union can chose to go forward with a grievance and take it to arbitration.		
HR000107	<b>Signed Collective Bargaining Agreements</b>	Master collective bargaining agreement for each bargaining unit of each biennium. Used as an ongoing reference document.	No	No	PERM	See Retention Justification for HR000106.		
HR000108	<b>Union Member or Group Grievances, Appeals to Arbitration, and Non-Precedential Arbitration Decisions</b>	File includes completed employee contract grievance report form or equivalent and related records.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 146.82	EVT + 5 years and destroy confidential.	Event is date grievance is resolved.	If arbitration decision is precedential, records are permanent and must be kept according to HR000109.  If grievance is significant and is precedent-setting, records are to be kept according to HR000104.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000109	<b>Arbitration Decisions - Precedential</b>	Arbitration decisions that set precedents for collective bargaining.	Yes	Yes Wis. Stat. § 19.36(10)	PERM	Retention Justification:  These records contain historical information utilized to assess how to handle current and future decisions.		
HR000110	<b>Non-Represented Employee Grievances and Appeals</b>	A written complaint requesting relief in an employment matter for which the department has the ability to make the change. Many departments have specified grievance forms.  The grievance is to note the subject and contain a clear and concise statement of the grievance by indicating the issue involved, the date the incident took place, and the relief sought.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 5 years and destroy confidential.	Event is date grievance is resolved.	See HR000108 for Union Member Grievances.  Significant grievances that set a precedent are to be placed in an agency grievance case file and be kept according to HR000111.	
HR000111	<b>Agency Grievance Case File</b>	Case file may include information about the grievant, contractual language being grieved, relief sought, grievance response, status of grievance, and potential arbitration results.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 5 years and destroy confidential.	Event is date of grievance final disposition or closure.		



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000112	<b>Employee Discipline Related Records</b>	<p>Includes investigatory related records such as meeting minutes, evidentiary materials, hearing notices, and related correspondence including notice of no finding.</p> <p>Records may include notices to employee of demotion, suspension with or without pay, or termination.</p> <p>When employees, represented and non-represented, consistently fail to meet minimal performance standards or violate department work rules or state law, discipline may be administered.</p>	Yes	Yes  Wis. Stat. §§ 19.36(10) and 230.13	EVT + 5 years and destroy confidential.	Event is close of discipline (date discipline was issued or notice to employee of no action taken).	<p>Investigatory documentation and notice of no finding is NOT be included in the employee's official Personnel file.</p> <p>The official notification of discipline letter is to be placed in the employee's official Personnel file.</p>	HR000113
HR000114	<b>Personnel-Related Litigation Case Files</b>	Cases not resolved through arbitration where the state is party to lawsuit.	Yes	Yes  Wis. Stat. §§ 19.36(10) and 905.03  May contain attorney-client privilege or attorney-client work product.	EVT + 5 years and destroy confidential.	Event is date case is closed.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000115	<b>Union Management Meetings</b>	Documentation of union and management meetings from the management perspective.	No	Yes Wis. Stat. § 19.36(10)	CR + 5 years and destroy confidential.	Event is date of creation.		
HR000116	<b>Formal Documentation with the Joint Committee on Employment Relations (JCOER)</b>	Meeting requests, notices, collective bargaining contracts, fiscal estimates, compensation plan and amendments, meeting summaries, motions and correspondence.	No	No	PERM	Retention Justification:  Needed for historical reference purposes, to reconstruct employees' pay, and as models for future compensation plans.		
<b>Equal Employment Opportunity and Affirmative Action Related Records</b>								
HR000132	<b>Diversity Awards</b>	Nominations and awards presented to honor agencies and programs/initiatives which exhibit best practices in EEO/AA/diversity.	No	No	CR + 5 years and destroy.	Event is date of creation.		
HR000133	<b>Affirmative Action Report for Wisconsin State Government</b>	Report prepared for the Governor, Legislature, and state agency appointing authority detailing the status of state affirmative action program accomplishments derived from state payroll data.	No	No	CR + 10 years and transfer to Wisconsin Historical Society.	Event is date of creation.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000134	<b>State Agency Equal Employment Opportunity/Affirmative Action Plans (EEO/AA) and Veteran Hiring Plans</b>	Affirmative Action and Veteran Hiring plans for each state agency. Required by Wis. Stat. §§ 230.04(9) and 230.42, respectively.	No	No	EVT + 3 years and transfer to Wisconsin Historical Society.	Event is date of plan approval.	Agency efforts to comply with EEO/AA standards contained in the guidelines for the development of their plans are monitored. See HR000135.	
HR000135	<b>Compliance Reviews of State Agency Affirmative Action (AA) Plans</b>	Compliance reviews of agency AA activities. The reviews assess agency mechanisms to achieve the AA-related goals established in the agency AA plans. This may include supporting documents and reports and agency responses to recommendations.	No	Yes Wis. Stat. § 19.36(10)	EVT + 3 years and destroy confidential.	Event is date of final report.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000137	<b>Underutilization Reports</b>	<p>A report prepared and updated by the Division of Personnel Management (DPM) that determines the availability of women and minorities in Wisconsin's relevant labor force. The availability of women and minorities is then compared to Wisconsin's state government's work force to determine which job groups have fewer women or minorities than could reasonably be expected by their availability in the relevant labor force.</p> <p>The report is prepared from US Census data, US Education data, workforce data from the state payroll system, and applicant data from Bureau of Merit Recruitment and Selection.</p>	No	No	CR + 6 years and transfer to Wisconsin Historical Society.	Event is date of creation.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000141	<b>Discrimination and Harassment Case Files</b>	These files contain complaint statements or allegations; correspondence; investigative reports which state the decision made; and appendices and other materials gathered as evidence in discrimination or harassment cases files by the public, employees, and applicants for employment by state agencies.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 5 years and destroy confidential.	Event is date of case closure.	This record series documents that agencies are providing due process under the law in managing allegations of discrimination and harassment.  See HR000114 for Personnel-Related Litigation Case File if a lawsuit is filed.	
<b>Medical Related Records</b>								
HR000150	<b>Employment-Related Medical Case Files</b>	Includes medical exams, test results, communication with health professionals, and occupational health-related records.	Yes	Yes Wis. Stat. § 146.82	EVT + 8 years and destroy confidential.	Event is date of separation from employment in job that requires medical exams or maintenance of medical records.	Due to confidentiality of medical records, do not combine with the official employee Personnel File.  Do not use this record series for worker's compensation claims. See RISK0010.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000151	<b>Medical Records involving Employee Exposure to Hazardous Substances</b>	<p>Includes the specifics of the incident and any follow-up actions to address the exposure.</p> <p>The OSHA standard provides for employee access and retention of certain records, when there has been exposure to toxic substances and harmful physical agents. See OSHA standard 29CFR 1910.1020.</p> <p>Employee medical record; employee exposure records; analysis using exposure or medical records; and applicable Material Safety Data Sheets or equivalent materials.</p> <p>Files may include Background data of environmental monitoring (i.e. laboratory reports and sampling reports, collection and analytical methodology (sampling plan) and summary of background data relevant for environmental monitoring).</p>	Yes	Yes  Wis. Stat. § 146.82	EVT + 30 years and destroy confidential.	Event is termination of employment.	<p>In cases of exposure, an employee medical record case file would be created, if it does not exist. If a medical file did exist, it would be transferred to this record series and subject to a longer retention period.</p> <p>The exposure incident records are maintained under RISK0049.</p>	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000152	<b>Drug and Alcohol Test Records - Training and Collection Processes</b>	These records include the process developed as a result of testing requirements mandated by law or an approved employer policy.	No	No	EVT + 2 years and destroy confidential.	Event is date superseded or obsolete.	For example, process developed in accordance with the Omnibus Transportation Employee Testing Act and the related Federal Department of Transportation regulations.	
HR000153	<b>Drug and Alcohol Test Records - Negative or Canceled Test Results</b>	Records of negative or cancelled controlled substance or alcohol test results that were below Federal Department of Transportation standards.	Yes	Yes Wis. Stat. § 146.82	CR + 1 year and destroy confidential.	Event is date of creation.		
HR000154	<b>Drug and Alcohol Test Records - Positive Test Results</b>	Verified positive drug test results; alcohol test results with a concentration at or above Federal Department of Transportation standards; equipment calibration documentation; documentation of refusal to take a required drug or alcohol test; and Substance Abuse Professional referrals and evaluations.	Yes	Yes Wis. Stat. § 146.82	CR + 5 years and destroy confidential.	Event is date of creation.	Place in existing, or create, employee Medical file. The employee cannot return to duty until specified conditions are met.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000155	<b>Drug and Alcohol Test Records - Previous Employers</b>	Verified positive drug test results; alcohol test results with a concentration at or above Federal Department of Transportation standards collected when legally required to do so; equipment calibration documentation; documentation of refusal to take a required drug or alcohol test; and Substance Abuse Professional referrals and evaluations received from previous employers.	Yes	Yes Wis. Stat. § 146.82	EVT + 3 years and destroy confidential.	Event is date of receipt.	For example, records required to be collected under Federal DOT regulations 49 CFR Part 40, Section 40.25.	
HR000156	<b>Family and Medical Leave Act (FMLA) State Guidelines</b>	State guidelines interpreting FMLA. Used as a resource document for administering FMLA.	No	No	PERM	Retention Justification:  Needed for historical reference purposes, to reconstruct FMLA issues, and as models for future changes.		



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000157	<b>Employee Family and Medical Leave Act (FMLA) Requests and Related Records</b>	<p>Consists of the completed federal or state forms to request Family and Medical Leave and employer responses.</p> <p>May include payroll and employee data, dates of leave taken, record of any dispute and its resolution, medical certification, and fitness for duty certification.</p>	Yes	Yes	CR + 3 years and destroy confidential.  Wis. Stat. §§ 19.36(10) and 146.82	Event is date of creation.	All notification letters to employees relating to FMLA records are to be maintained in an employee's Medical file.	
<b>Employee Assistance Program (EAP) Related Records</b>								
HR000162	<b>Employee Assistance Program (EAP) Policy and Standards</b>	This series includes the current executive order with the approved policies and program standards governing the EAP.	No	No	EVT + 5 years and transfer to Wisconsin Historical Society.	Event is date policy or standard is superseded or obsolete.		
HR000163	<b>Employee Assistance Program (EAP) Statistical Reports and Program Accomplishments</b>	<p>The information in this series summarizes program utilization and various other program activities and is used for purposes of program evaluation, policy/procedure development, and the development of future program goals.</p> <p>This series includes statistical reports, agency utilization summaries, and statewide year-end reports and summaries of EAP activities.</p>	No	No	CR + 5 years and transfer to Wisconsin Historical Society.	Event is date of creation.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000166	<b>Employee Assistance Program (EAP) Surveys</b>	Records created when EAP surveys are conducted. This may include individual employee surveys following utilization of EAP services.	Yes	Yes Wis. Stat. § 19.36(10)	EVT and destroy confidential.	Event is completion of survey analysis.	EAP services are provided through a statewide third-party service contract	
HR000167	<b>Wellness Initiative - Statewide Activities</b>	Records may include documents, information, and resources related to wellness initiatives.	No	No	CR + 5 years and destroy.	Event is date of creation.		
HR000168	<b>Agency Wellness Program and Related Activities</b>	Consists of documentation of program activities performed under an agency's wellness program. Program activities may include educational presentations, promotion of wellness, on-site health screenings, health fairs, on-site activity classes such as pilates/yoga, and on-site weight loss programs.	No	No	CR + 5 years and destroy.	Event is date of creation.		
<b>Training Related Records</b>								
HR000181	<b>Training Request Documentation</b>	Documents used to obtain agency approval to attend and/or register for specific classes and documentation that the person attended specific training programs.	Yes	No	EVT + 1 year and destroy confidential.	Event is date of approval or denial of request.		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000182	<b>Course Evaluations</b>	Written information from course attendees evaluating the class and the instructors who presented the materials.	Yes	No	EVT + 1 year and destroy confidential.	Event is date evaluation is completed.		
HR000183	<b>Hired Training Vendors</b>	A file of training vendors who have taught or provided training to state of Wisconsin employees.	Yes	No	EVT + 1 year and destroy confidential.	Event is date vendor last provided a class.	See ADM00012 for Training/Course Materials.	
HR000185	<b>Training Attendance and Course Offering Records</b>	Records of employee attendance at training activities, which may include employee name, work unit name, address, telephone, dates of training, name of class attended, and evidence of satisfactory completion of training.  Course catalogs include course offerings, dates, fees, registration deadlines, and sample forms on how to register.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 5 years and destroy confidential.	Event is date employee leaves organization.	Lists of completed training classes may be placed in the employee's official Personnel file, which should transfer with the employee when they transfer within state service.	<b>HR00180</b>

**General Human Resource (HR) Administration**

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000190	Official Personnel File	<p>Documents employee personnel actions during employment.</p> <p>Includes files for permanent, project and limited term employees (if applicable), in both the classified and unclassified state service.</p> <p>Documents may include:</p> <ul style="list-style-type: none"> <li>- Certification Request from which an appointment is made</li> <li>- Evidence of awards received from the State</li> <li>- Formal apprenticeship agreements</li> <li>- Leave of Absence With Pay Due to Injury Request/Authorization</li> <li>- Leave of Absence Without Pay Request/Authorization</li> <li>- Interchange Agreement Notice</li> <li>- Letters of appointment and assignment</li> <li>- Letters of commendation</li> </ul>	Yes	Yes	<p>EVT + 8 years and destroy confidential.</p> <p>Wis. Stat. §§ 19.36(10) and 103.13(6)</p>	Event is termination of state service.	<p>The official employee Personnel file belongs to Division of Personnel Management and, beginning February 2017, is maintained electronically.</p> <p><i>Note:</i> Payroll and tax-related records are to be kept in a separate payroll-related employee case file per the <u>Payroll Records General Schedule</u>, as this has a shorter retention period.</p>	<p>HR000024</p> <p>HR000045</p> <p>HR000192</p> <p>HR000194</p>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
		<ul style="list-style-type: none"> <li>- Letters of discipline including demotion, suspension with or without pay, or termination</li> <li>- Letters of resignation/termination</li> <li>- Letters of expectation related to work activities</li> <li>- Notice of actions affecting employee's pay status</li> <li>- Performance evaluations</li> <li>- Position description (original and any subsequent)</li> <li>- Probationary Service Report (former title) or probationary performance evaluations and letters related to the results of the employee's probationary period(s) or trial period</li> <li>- Notice of Reallocation</li> <li>- Notice of Reclassification</li> <li>- Records of equity, retention, and merit or performance awards</li> <li>- Training records</li> </ul> <p>All other material concerning an employee including Outside Employment or Conflict of Interest requests, requests and responses for alternative work schedules, licensure or certification, documents, etc.</p>						

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000191	<b>Volunteer and Unpaid Internship Documentation</b>	Applications, resumes, and other materials related to staffing unpaid volunteer and internship positions.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 2 years and destroy confidential.	Event is date volunteer or intern completes their assignment.		
HR000193	<b>Exit Interview Records</b>	The records include exit interview forms that document and address issues and concerns both negative and positive of employees who are leaving a state agency or transferring to another unit within the organization.	Yes	Yes Wis. Stat. § 19.36(10)	EVT + 3 years and destroy confidential.	Event is date of final interview.		
HR000195	<b>Reasonable Accommodation Requests and Evaluations</b>	To ensure equal employment access for all individuals with disabilities, employees may submit requests for reasonable accommodation to make facilities accessible, adjusting work schedules, acquiring or modifying equipment or restructuring a job through the reassignment of non-essential tasks. Medical documentation may be required.  Records may include requests for accommodations, evaluations, response, approval or denials, and related correspondence.	Yes	Yes Wis. Stat. § 146.82	EVT + 8 years and destroy confidential.	Event is date of denial of request or end of accommodation.	Place applicable records in existing, or create, employee Medical file.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000196	<b>Emergency Contact Information for Employees</b>	Information on who to contact in case of an emergency at the workplace.	Yes	Yes Wis. Stat. § 19.36(10)	EVT and destroy confidential.	Event is date superseded.		
HR000199	<b>Letters of Recommendation or Endorsement</b>	Free format letters or pre-printed forms recommending or endorsing an applicant for a position or admittance to a school program.	Yes	Yes Wis. Stat. §§ 19.36(10) and 103.13(6)	CR + 6 months and destroy confidential.	Event is date of creation.		
HR000200	<b>Agreements to Provide Work Opportunities for Supported or Monitored Employees</b>	Agreements to provide inmates, developmentally disabled individuals, people on public assistance or other groups with a work site.	Yes	No	EVT + 1 year and destroy confidential.	Event is termination of program or renewal.		
HR000201	<b>Employee Interchange Agreements</b>	Approved agreement for the temporary interchange of an employee for up to two years under the civil service system.	Yes	No	EVT + 2 years and destroy confidential.	Event is end of the agreement.	Letter transferring employee via an interchange is to be placed in the employee's official Personnel file.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000202	<b>Personnel History Roster</b>	A complete employment record generated from payroll data that includes employee name, social security number (SS#), dept. 2nd level, class title, pay range and schedule, effective date, position type, base salary, and transaction type.	Yes	Yes  Wis. Stat. § 19.36(10)  5 U.S.C. § 552a	PERM	Retention Justification:  Wis. Stat. § 230.04(12)	Formerly called "history fiche."  Prior to 1970, a paper-based index card was maintained for each employee.  This is a cumulative report including information on employees no longer on the payroll system.	
HR000204	<b>Implemented Suggestions and State Employee Suggestion Board Cash Awards</b>	A case file is created for each suggestion to be submitted to the State Employee Suggestion Board that was evaluated by agency personnel as having merit and a determination that the suggestion was implemented. Cash awards may be granted following review by the State Employee Suggestion Board.	Yes	No	CR + 4 years and destroy confidential.	Event is date of creation.	Award letter or certificate may be placed in the employee's official Personnel file.  Fiscal records are handled per the Fiscal and Accounting General Records Schedule for the agency that makes the awards.	



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
HR000205	<b>Employee Suggestion Program Submissions &amp; Responses</b>	Case files established for each suggestion, which includes the suggestion, evaluation of the suggestion, and a response.	Yes	No	EVT + 2 years and destroy confidential.	Event is date of response.		

### Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
<b>HR000019</b>	Annual Summary Report to OSER on Hires	CR + 5 years and destroy confidential.	Publication
<b>HR000063</b>	Hours and Dollars Reports – Monthly - OSER only	CR + 4 years and destroy confidential.	No longer used
<b>HR000080</b>	Workforce Planning and Fact Book – OSER only	PERM	Publication
<b>HR000105</b>	Local Union Agreements	EVT + 5 years and destroy confidential.	No longer created
<b>HR000130</b>	Council on Affirmative Action Annual Report- OSER Only	CR + 10 years and transfer to WHS.	Publication
<b>HR000136</b>	Federal EEOC-4 (Equal Opportunity Office) Report for the State of Wisconsin – OSER only	CR + 6 years and destroy.	Publication
<b>HR000138</b>	Veterans Employment Report – OSER only	CR + 3 years and transfer to WHS.	Publication
<b>HR000139</b>	State Employment Options (W-2) Annual Report	CR + 6 years and transfer to WHS.	Publication
<b>HR000140</b>	TOPjobs Summer Affirmative Action Internship Program Annual Report – OSER only	CR + 3 years and transfer to WHS.	Publication
<b>HR000160</b>	Employee Assistance Coordinator(s) Case Files	EVT + 5 years and destroy confidential.	No longer used

### Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Minimum Retention and Disposition</b>	<b>Rationale</b>
<b>HR000161</b>	Denied Application Files for EAP Coordinator Position	EVT + 5 years and destroy confidential.	No longer used
<b>HR000164</b>	EAP Contact Report Form	EVT and destroy.	No longer used
<b>HR000165</b>	EAP Case Files	EVT + 1 year and destroy confidential.	No longer used
<b>HR000197</b>	Seniority Lists	EVT and destroy confidential.	No longer used

### Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Notes/Comments
<b>ADM00012</b>	Training/Course Materials	Materials prepared and used by staff to provide information targeted to internal and external audiences.	
<b>ADM00023</b>	Internal Policies and Procedures	Established departmental policies and procedures.	
<b>ADM00025</b>	Boards, Councils, or Commissions	Records associated with boards, councils, commissions established by legislation or Governor's Executive Order.	
<b>ADM00029</b>	Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	A MOU or SLA is used for a variety of purposes to define agreements between state agencies and in some cases even to define agreements between a large state agency's separate divisions or bureaus.	
<b>RISK010</b>	Worker's Compensation Claims Case Files	Worker's compensation claims filed by state and UW System employees.	

### Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
	<b>HR000001</b>	Policies and Procedures Relating to State HR Operations	Supersede with ADM00023
	<b>HR000012</b>	Job Announcements	Supersede with HR000013
	<b>HR000014</b>	Register/Certification Folder	Supersede with HR000013
	<b>HR000016</b>	Interview Documentation	Supersede with HR000013
	<b>HR000024</b>	Appointment Letters	Supersede with HR000190
	<b>HR000045</b>	Position Description and Related Forms and OSER Approval, where appropriate	Supersede with HR000190
	<b>HR000082</b>	Agency Action and Project Plans Related to Workforce Planning	Supersede with HR000081
	<b>HR000086</b>	State Agency Policies and Procedures for Implementing Layoff or Furlough	Supersede with ADM00023
	<b>HR000100</b>	Labor Management Cooperation Committee Related Records	Supersede with ADM00025
	<b>HR000101</b>	OSER Materials relating to Labor Management Cooperation - OSER Only	Supersede with ADM00025
	<b>HR000113</b>	Employee Discipline Records – Notice to Employee	Superseded with HR000112
	<b>HR000131</b>	Council on Affirmative Action Meeting Minutes - OSER Only	Supersede with ADM00025

### Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
	<b>HR000180</b>	Catalog of State Offered Training Courses - OSER only	Supersede with HR000185
	<b>HR000184</b>	Course Materials for Basic Supervisory Training	Supersede with ADM00012
	<b>HR000192</b>	Employee Performance Evaluations	Supersede with HR000190
	<b>HR000194</b>	Alternative Work Schedule Records	Supersede with HR000190
	<b>HR000198</b>	Employee Handbook Including Agency Work Rules	Supersede with ADM00023
	<b>HR000203</b>	State Employee Suggestion Board Meeting Minutes	Supersede with ADM00025