



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State and Local Agencies
Human Resources / Personnel Records**

**Schedule Number:
GS-1006 Rev. 2**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule GS 1006, dated 0718/2016.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	
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RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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Schedule Number: GS-1006 Rev. 2

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20686	Affirmative Action/ Equal Employment Opportunity Records Including reports and supporting documentation, but does not include specific charges, responses and case files (see Grievance and Complaint records (item #20719)).	3 Years	After created or received.		10/31/2016
20687	Alcohol/ Drug Testing Program Records, Cancelled or Negative Results Including commercial drivers' license (cdl) random drug records.	1 Year	After created or received.		10/31/2016
20690	Alcohol/ Drug Testing Program Records, Forms from previous employers Including commercial drivers' license (cdl) random drug records.	3 Years	After received.		10/31/2016
20688	Alcohol/ Drug Testing Program Records, Positive Results Including commercial drivers' license (cdl) random drug records.	5 Years	After action taken in response to results is resolved.		10/31/2016
20689	Alcohol/ Drug Testing Program Records, Records related to collection Including commercial drivers' license (cdl) random drug records.	2 Years	After test given.		10/31/2016
20691	Americans with Disabilities Act (ADA) Records Including requests for accommodation.	3 Years	After completion of accomodation or case settled.		10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20692	Benefit Enrollment Records Including employee enrollment in medical, dental, life insurance, prepaid legal, beneficiary designation and other benefit options.	5 Years	After employee terminated. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016
20693	Civil Service / Merit Board / Personnel Board Records, Appeal Records Including appeal/hearing case records, exhibits, transcripts and other related records and excluding minutes.	2 Years	After resolved.		10/31/2016
20694	Civil Service / Merit Board / Personnel Board Records, Litigation Records Including appeal/hearing case records, exhibits, transcripts and other related records and excluding minutes.	2 Years	After case closed.		10/31/2016

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20695	Civil Service/Merit Board/ Personnel Board Records, Merit System Rules Files Including appeal/hearing case records, exhibits, transcripts and other related records and excluding minutes.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	10/31/2016
20696	Classification/ Market Study Records Including studies and reports.	1 Year	After superseded or obsolete.		10/31/2016
20697	Declaration of Gifts Records, Elected and Appointed Officials	3 Years	after term of office ended.		10/31/2016
20698	Declaration of Gifts Records, All others	5 Years	After filed.		10/31/2016
20699	Department of Economic Security (DES) New Hire Reports (per ARS 23-722.01)	1 Year	After submitted.		10/31/2016
20700	Disability Records Including short-term and long-term disability.	6 Years	After claim closed.		10/31/2016
20701	Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records, Decline Notice Records Including returned undeliverable notices.	2 Years	After employee terminated.		10/31/2016

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20702	Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records, All others	3 Years	After either benefits terminated or coverage rejected.		10/31/2016
30680	<p>Employee Exposure Records</p> <p>Employee exposure record means a record containing any of the following kinds of information: (i) Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; (ii) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g. the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs; (iii) Material safety data sheets indicating that the material may pose a hazard to human health; or (iv) In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g. chemical, common, or trade name) of a toxic substance or harmful physical agent.</p>	30 Years	After calendar year of event. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than that for the personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Exposure Records may not be filed in the Employee Personnel File.	29 CFR 1910.1020 (5)(i)(ii)(iii)(iv)	10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
30679	Employee Medical Records Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician. For employees who have worked less than one year, see record series for Employee Medical Records Employed Less Than One Year.	30 Years	After termination of employment. Employee Medical Records may not be filed in the Employee Personnel File.	29 CFR 1910.1020 (6)(i)	10/31/2016
30681	Employee Medical Records - Employed Less Than One (1) Year Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician.		Employer does not need to retain medical records if they are provided to the employee upon termination of employment. Employee Medical Records may not be filed in the Employee Personnel File.	29 CFR 1910.1020 (6)(i)	10/31/2016
20704	Employee Personnel Records, Official copy For full-time, part-time, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records.	5 Years	After employee terminated or term of office ended. Employee Medical Records may not be filed in the Employee Personnel File.		10/31/2016

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20705	<p>Employee Personnel Records, Supervisors' and Other Non-Official Copies</p> <p>For full-time, part-time, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records.</p>	6 Months	After employee terminated or transferred. Employee Medical Records may not be filed in the Employee Personnel File.		10/31/2016
20706	<p>Employee Personnel Records, Contract Employees</p> <p>For contract positions, including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records.</p>	6 Years	After contract expired, cancelled or revoked. Employee Medical Records may not be filed in the Contract Employee Personnel File.		10/31/2016
20707	Employee Recognition Records		After administrative value has been served.		10/31/2016
20708	<p>Employee Suggestion Program Records</p> <p>Including award program records.</p>		After administrative value has been served.		10/31/2016

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20709	Employee Summary Records Listing of current and former employees including name, dates of employment and job titles used to answer job reference questions.	15 Years	After employee terminated.		10/31/2016
20710	Employee Survey / Questionnaire Records Including attitude surveys, selective certification surveys, salary surveys and other surveys not filed with specific program records.		After administrative value has been served.		10/31/2016
20711	Employee Tuition Refund Program Records	3 Years	After fiscal year refund issued. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016

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20712	Examination Records, Booklets (Master Booklet, Including Development Documentation) and Oral Board Questions	2 Years	After superseded or obsolete.If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016

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20713	Examination Records, Answer Sheets	1 Year	After test administered. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016

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20714	<p>Examination Records, Testing Administration Records Including lists of individuals scheduled for exam.</p>	1 Year	<p>After scheduled test date. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</p>		10/31/2016

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20715	Examination Records, Oral Board Questions	2 Years	After created or received. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016
20716	Family Medical Leave Act (FMLA) Records, Certification of Health-Care Provider Forms Records and documents relating to medical certifications, re-certifications or medical histories of employees or employees' family members, created for purposes of FMLA, are required to be maintained as confidential medical records in separate files/ records from the usual personnel files.	6 Months	After employee terminated.	29 CFR 825.500	7/24/2017

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20717	<p>Family Medical Leave Act (FMLA) Records, All other records Including, but not limited to, records containing basic payroll and identifying employee data, including name, address, and occupation; rate or bases of pay and terms of compensation; daily or weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid; dates FMLA leave is taken by FMLA eligible employees (available from time records, requests from leave); the hours of the leave if not a full day taken; copies of the notices of leave furnished to the employer under FMLA in writing; and benefits (including written or electronic) describing the employee's benefits or employer policies and practices regarding the taking of paid and unpaid leaves; premium payments of employee benefits; any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves .leave request forms, supporting documentation and other non- medical related records.</p>	3 Years	After created, received or leave expired, whichever is later. Employee certification and health records must be retained separately from the Employee Personnel File.	29 CFR 825.500	7/24/2017
20718	<p>Flexible Spending Account Records</p>	7 Years	After created or received.		10/31/2016
20719	<p>Grievance and Complaint Records Including Affirmative Action/ Equal Employment Opportunity (EEO) complaint and response records, Arizona Civil Rights Division (ACRD) charge and response records, employee relations issues and performance issues.</p>	3 Years	After resolved		10/7/2014

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20720	Group Insurance Records Including office copy explaining benefits and costs to employee based on contract with insurance carrier.	1 Year	After superseded or obsolete.		10/31/2016
20721	Hiring/ Selection Records, Peace Officers (as defined by ARS 1-215) Including job announcements, applications, selection, test scores, interview records, pre- employment background check records, affirmative action questionnaires and other related records for individuals not hired.	3 Years	After position filled or abandoned.	ARS 1-215	10/31/2016
20722	Hiring/ Selection Records, All others Including job announcements, applications, selection, test scores, interview records, pre- employment background check records, affirmative action questionnaires and other related records for individuals not hired.	2 Years 6 Months	After position filled or abandoned.		10/31/2016
20730	I-9 Forms May also include Social Security Verification (SSA) records for individual employees.	1 Year	After employee terminated, but not less than 3 years after date of hire.		10/31/2016
20723	Individual Employee Training Records, Law Enforcement Officers Including certificates of attendance and other related records.	5 Years	After employee terminated.		10/31/2016
20724	Individual Employee Training Records, All others Including certificates of attendance and other related records.	3 Years	After training received.		10/31/2016

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20725	Insurance Policies (Contract with Insurance company)	6 Years	After expired, canceled or revoked.		10/31/2016
20728	Investigation Records (From DMV), Routine Department of Motor Vehicles (DMV) Reports- No Major Infractions	4 Years	After received or superseded, whichever is first. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20729	Investigation Records (From DMV), DMV Reports - Serious Infractions		Transfer to personnel record. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016

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20726	<p>Investigations of Personnel Matters, Sustained Including internal investigation records.</p>	5 Years	<p>After employee terminated or investigation resolved or closed, whichever comes later. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</p>		10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20727	Investigations of Personnel Matters, Unsustained Including internal investigation records.	5 Years	After investigation resolved or closed. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016
20731	Job Announcements If filed separately from hiring/selection records.	2 Years 6 Months	After position filled or abandoned.		10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20732	Leave Records Including compassionate leave, donated leave, military leave and other related records.	3 Years	After fiscal year created or received. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.		10/31/2016
20733	Life Insurance Paid Claims	7 Years	After fiscal year claim paid.		10/31/2016
20734	Merit Based Pay Funding Records	2 Years	After created or received.		10/31/2016

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20735	Multi-Lingual Testing Records	2 Years	After test administered.		10/31/2016
20738	Out-of-Class Assignment Reports	3 Years	After created or received.		10/31/2016
20739	Pay Plan/Salary Schedule/ Annual Salary Schedules Records	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	10/31/2016
20740	Polygraph Records of Law Enforcement or Probation Officers, Records Created or Received Before July 29, 2010 Including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS 38-1101(N).	5 Years	After applicant not hired or employee terminated.	ARS 38-1101(N)	3/10/2017
20741	Polygraph Records of Law Enforcement or Probation Officers, Records Created or Received on or After July 29, 2010 Including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS 38-1101(N).	3 Years	After date appointed or hired and no more than 3 years and 90 days after date appointed or hired.	ARS 38-1101(N)	10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20742	Position Descriptions Records describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (pdqs).	3 Years	After either superseded or position abolished, whichever comes first.		10/31/2016
20743	Reduction in Force (RIF) Records Including computation documentation and recap summaries.	5 Years	After RIF completed or abandoned.		10/31/2016
20744	Requests for Classification of New Positions or Reclassification of Existing Positions Including salary advancement records.	1 Year	After request acted upon.		10/31/2016
20745	Requests for Verification of Employment		After administrative value has been served.		10/31/2016
20746	Retirement Benefits Records, Any State-Wide Retirement Fund Including Arizona State Retirement System (ASRS) and Public Safety Retirement System (PSRS) Records (including temporary hours' reports) Including self-insured public bodies.	5 Years	After created or received.		10/31/2016
20747	Retirement Benefits Records - Self-Funded Retirement Records Including self-insured public bodies.	10 Years	After death of beneficiary.		10/31/2016

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20748	Retirement Systems Actuarial and Annual Reports	1 Year	After published.		10/31/2016
20749	Social Security Verification Records Lists of social security numbers which have been verified with the Social Security Administration (SSA) with match or mismatch responses from SSA. Does not include individual responses. All mismatch responses require written documentation from office addressed to the employee.	1 Year	After verification completed.		10/31/2016
20750	Special Work Assignment Records	2 Years	After approved or denied.		10/31/2016
20751	Statistical Listings of Employees		After superseded or obsolete.		10/31/2016
20752	Test Security Affidavits (School Districts and Charter Schools only)	6 Years	After test administered.		10/31/2016
20753	Unemployment Claims and Appeals Records	2 Years	After action taken.		10/31/2016

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20758	Union / Collective Bargaining Records, All Other Records (except minutes)	1 Year	After created or received.		10/31/2016
20754	Union / Collective Bargaining Records, Arbitration / Grievance Case Records	8 Years	After case resolved.		10/31/2016
20755	Union / Collective Bargaining Records, Collective Bargaining Agreements	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	10/31/2016
20756	Union / Collective Bargaining Records, Negotiation Records Including workbooks and signed articles but excluding minutes.	8 Years	After created or received.		10/31/2016
20757	Union / Collective Bargaining Records, Election Records	6 Years	After election held.		10/31/2016
20759	Unsolicited Applications		After administrative value has been served.		10/31/2016

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20760	<p>Wellness Fair Records, Health Related Records for Employees</p> <p>Records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records.</p>	30 Years	<p>After employee terminated. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.</p>		10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20761	<p>Wellness Fair Records, All Other Records</p> <p>Records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records.</p>	6 Years	<p>After event held. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.</p>		10/31/2016

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20762	<p>Workers' Compensation Records, State Agency, Board and Commission Records Agency copy, official copy at Department of Administration (ADOA).</p>	3 Years	<p>After employee terminated. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.</p>		10/31/2016

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20763	<p>Workers' Compensation Records,, Billing Records (State Compensation Fund) Includes state compensation fund.</p>	5 Years	<p>After created or received. Includes State Compensation Fund.Compensation Fund. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.</p>		10/31/2016

**General Records Retention Schedule Issued to:
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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20764	Workers' Compensation Records, Denied Claims	3 Years	After denied. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.		10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20765	Workers' Compensation Records, Reports of Industrial Injury	5 Years	If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.	After created or received. Includes employer and supervisors' reports.	10/31/2016

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20766	Workers' Compensation Records, Case Records	75 Years	After case closed. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File.		10/31/2016