Pomona College:

Retention Schedule for Employment Records

March, 2015

Pomona College
Pomona College Archives
333 North College Way, Claremont, CA 91711

Purpose

The purpose of this schedule is to guide you in the proper retention and disposition of employment records. It is organized by record type including a description of the documents for each category.

Please note: If you are not a member of the Office of Record, we encourage you to discard unnecessary duplicate copies. *Please contact the Archives with questions.* We are available for appointments to review your files.

Definitions

Retention Schedule: A document that identifies and describes an organization's records, usually at the series level, provides instructions for the disposition of records throughout their life cycle.

Official Record: A complete, final, and authorized copy of a record, especially the copy bearing an original signature or seal.

Office of Record: The organization or administrative unit that is officially designated for the maintenance, preservation, and disposition of record copies.

Retention Period: The length of time records should be kept in a certain location or form for administrative, legal, fiscal, historical, or other purposes.

Disposition: Materials' final destruction or transfer to archives as determined by their appraisal.

(Society of American Archivists, *Glossary of Archival and Records Terminology*, 2015)

Employment Personnel Records

These records may include, but are not limited to, job descriptions, correspondence, performance evaluations, I-9 Tax Forms and copies of identification documents, and other personnel forms.

	Office of Record	**Disposition**
Official Record	Office of Human Resources	Contact Human Resources

Staff Employment Search Records

These records document the process of hiring new employees. These records may include, but are not limited to, applications, resumes, and letters of recommendation.

	Office of Record	**Disposition**
Official Record	Office of Human Resources	Contact Human Resources

Faculty Employment Search Records

These records document the selection process for academic positions. It includes, but is not limited to, applications, curriculum vitae or resumes, academic transcripts, writing samples, publications, candidate lists, positions announcements or descriptions, and related correspondence such as cover letters and reference letters.

	Office of Record	**Disposition**
Official Record	Office of Human Resources	Contact Human Resources

Faculty Tenure and Promotion Records

These records document faculty tenure and promotion process including changes in rank, tenure status, and/or pay for eligible faculty. These records may include faculty dossiers documenting his/her achievements, candidate current position description, letters of evaluation, and current curriculum vitae/ resume. They may also include activity summary and evaluations of teaching, committee findings, recommendations of administrative superiors, and related documentation and correspondence.

	Office of Record	**Retention Period**	**Disposition**
Official Record	Dean of the College	Permanent	Transfer to Archives

Payroll Records

These records include garnishment records, payroll files, and disability and sick-benefits records.

	Office of Record	**Retention Period**	**Disposition**
Official Record	Business Office	7 Years	Shred

Timesheets

These records document student and staff hours worked. These records may include KRONOS/time records and timesheets (green).

	Office of Record	**Retention Period**	**Disposition**
Official Record	Business Office	4 Years	Shred

Benefits Records

These records document employee benefits contributed to by the College and/or employee during their employment.

	Office of Record	**Disposition**
Official Record	Office of Human Resources	Contact Human Resources

Student Employment Records

These records document student employment history. These records document work-study and/or regular departmental budgeted student employees. These records may include resumes, timesheets, required employment forms and paperwork, and notes.

	Office of Record	**Disposition**
Official Record	Office of Human Resources	Contact Human Resources