

Company: Moraine Park Technical College

Users of Action Plan: Moraine Park Technical College Staff

Benefits

Types of Records	Format of File	Location	Retention Period	Security Classification	Disposal Method	Agency Interaction
Vacation Time	Paper/Electronic	HR- Employee File	10 years post termination	Restricted/Limited Access	Shred and/or electronic deletion	Legal
Employee Manuals stating employee benefits	Paper/Electronic	HR – Forms File	Continue to update forms as they change and develop	Public – Everyone	Recycle and electronic deletion of old versions as updates come in	All Departments
Healthcare	Paper/Electronic	HR- Employee File	10 years post termination	Restricted/Limited Access	Shred and/or electronic deletion	Legal
Retirement	Paper/Electronic	HR- Employee File	10 years post termination	Restricted/Limited Access	Shred and/or electronic deletion	Legal
Tuition Reimbursements	Paper/Electronic	HR- Employee File	10 years post termination	Restricted/Limited Access	Shred and/or electronic deletion	Legal

Consequences for not keeping copies of benefits files: Benefits records are important to the company and to the employees. Benefits are complicated and it's not possible to remember all the details. There may be discrepancies between Human Resources and the employees without proper documentation.