

Simmons College Archives

# Simmons College: Retention Schedule for Employment Records

January 2012



Simmons College Archives  
11/17/2011

## EMPLOYMENT RECORDS

### Employee 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.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Human Resources	7 Years from Date of Employee Separation	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Date of Employee Separation	Confidential Destruction

### Staff Employment Search Records

These records document the process to fill non-faculty positions. These records may include, but are not limited to, applications, resumes, and letters of recommendation.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Human Resources	3 Years from Close of Search	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Close of Search	Confidential Destruction

### 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, advertisements or descriptions; and related correspondence such as cover letters and reference letters.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Human Resources	3 Years from Close of Search	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Close of Search	Confidential Destruction

## Faculty Tenure and Promotion Records

These records document the periodic consideration of faculty who are eligible for changes in rank, tenure status, and/or pay. These records may include but are not limited to promotion and tenure dossiers compiled and presented by the faculty as well as other materials which are compiled and maintained for inclusion, analysis, and summarization into the dossier folders. These records may include but are not limited to candidate current position description; letters of evaluation; current curriculum vitae or resume; activity summary and evaluations of teaching, curriculum development and advising from students, participants/clients, and peers; student evaluation of faculty reports; committee signature sheets; committee findings; recommendations of administrative superiors; and related documentation and correspondence.

These files should always be maintained physically separate from regular faculty personnel records.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Academic Deans' Offices	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	Committee members	As needed	Confidential destruction

## Mid Point Review Records

These records document the mid-point review process for tenure track faculty positions. Materials may include letters of evaluation; current curriculum vitae or resume; activity summary and evaluations of teaching, curriculum development and advising from students, participants/clients, and peers; student evaluation of faculty reports; committee signature sheets; committee findings; recommendations of administrative superiors; and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Academic Deans' Offices	Until Tenure Decision Office of	Transfer to College Archives
<b>Unofficial Copy</b>	Committee members	As needed	Confidential destruction

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## Periodic Developmental Multiyear Review

These records document the periodic peer review process for the professional development of tenured faculty. The records associated with this review include the faculty PDMYR dossier, written peer comments, comments by the dean, and a faculty development plan.

	Record Holder	Retention Period	Disposition
Official Copy	Academic Deans' Offices	Permanent	Transfer to College Archives upon retirement
Unofficial Copy	Committee members	As needed	Confidential destruction

## Payroll Records

This series includes garnishment accounting, garnishment orders, payroll checks, payroll history, payroll records, and payroll registers.

	Record Holder	Retention Period	Disposition
Official Copy	Payroll	7 Years	Confidential Destruction
Unofficial Copy	All Other Departments/ Offices	2 Years	Confidential Destruction

## Timesheets

These records document student and staff hours worked. These records may include time cards, time sheets, and time sheets submitted electronically via Kronos.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	7 Years	Confidential Destruction
Unofficial Copy	All Other Departments/ Offices	2 Years	Confidential Destruction

## Benefits Records

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

	Record Holder	Retention Period	Disposition
Official Copy	Payroll	30 Years after the life of benefit	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

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## Student Employment Records

These records document student employee work histories. 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.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Office of Student Payroll	5 Years	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	1 Year	Confidential Destruction

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