

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
PERSONNEL**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL/ CONF.	RETENTION INSTRUCTIONS
LGPER-001	<p>PERSONNEL RECORDS</p> <p>Contain records related to an employees' employment history. Include the following records for each employee, whether filed herein or separately: initial employment application; record of appointment (letter, order, notice, etc.); record of training completed; employee contracts; oaths of office or allegiance; approved applications for sabbatical or educational leave; surety bond records; record of health or disability limitations on job assignments; record of on-the-job injuries or job-related diseases; summary record of service (or copies of all transaction documents recording change of name, promotion, demotion, reclassification, transfer, termination, reinstatement, or retirement); and copies of the last position descriptions of duties performed by the employee. Files may also contain employee-related records which are scheduled for temporary retention, and are kept current by removing such temporary records upon expiration of the retention periods specified.</p>	VITAL	Retain at agency 30 years after termination; destroy.
LGPER-002	<p>INDIVIDUAL EMPLOYEE HISTORY CARDS</p> <p>Summary record, generally in card form or on the folder in which individual personnel records are kept, of each employee and their service with local government. May include name, social security and employee numbers, date of birth and other vital statistics, dates of employment, positions held, wage and salary rates, and similar information summarizing a person's employment history.</p>	VITAL	Retain at agency 30 years after termination; destroy.
LGPER-003	<p>JOB ANNOUNCEMENTS</p> <p>Announcements of job openings, including those for both merit service and non-merit service positions.</p>		Retain at agency 1 year after closing date or position is filled; delete/destroy.
LGPER-004	<p>POSITION DESCRIPTION AND ANALYSIS FILES</p> <p>Reports, correspondence, memoranda, job analyses, interview data, selection criteria, authorizations, agreements, and similar material relating to the descriptions of jobs and positions in a local government. Detail duties and responsibilities of each position, time percentage breakdown of tasks, skills, and abilities needed for each position, etc.; and comparable records documenting the development, modification, or redefinition of each job or position.</p>	VITAL	Replace as updated.

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LGPER-005	<p>ELIGIBILITY LISTS</p> <p>Lists or rosters of eligible candidates for classified or unclassified positions with name, rank, and grade, if applicable.</p>	VITAL	Replace as updated.
LGPER-006	<p>TEST RECORDS</p> <p>Applicant and employee test records, including answer sheets, interview data, ranking sheets, and similar material.</p>		Retain at agency 1 year after test; destroy.
LGPER-007	<p>PERSONNEL POLICIES</p> <p>Memoranda, reports, announcements, and similar records relating to the creation and revision of policies, rules, and regulations governing personnel and personnel systems.</p>	VITAL	Maintain at agency; replace as updated.
LGPER-008	<p>PERSONNEL REQUISITIONS</p> <p>Requests to fill vacant positions; certification list; and person selected to fill the position.</p>		Retain at agency 1 year; destroy.
LGPER-009	<p>APPLICATION AND SELECTION FILES</p> <p>Includes applications, resumes, interview records, evaluations, letters of recommendation, references from previous employers, and background checks.</p> <p>A: Successful Applications</p> <p>B: Unsuccessful Applications</p>	CONF	<p>A: Successful Applicants: Place in Personnel Record (LGPER-001).</p> <p>B: Unsuccessful Applicants: Retain at agency 3 years or through final disposition of any legal action; delete/destroy.</p> <p>29 Del. C. § 10002(1)(1) 29 C.F.R. § 1602.31, 29 C.F.R. § 1627.3(B)(L)</p>
LGPER-010	<p>PERSONNEL INVENTORIES</p> <p>Reports regarding currently established positions.</p>		Replace as updated.
LGPER-011	<p>COLLECTIVE BARGAINING FILES</p> <p>Contain contracts; minutes; recordings; reports of collective bargaining negotiations/meetings; and associated correspondence and exhibits.</p>	VITAL	Retain at agency 10 years after completion of negotiations or end of contract, whichever is sooner; destroy.

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LGPER-012	GRIEVANCES Document employees' dissatisfaction with working conditions.	VITAL	Retain at agency 3 years after final disposition of charges; destroy.
LGPER-013	PERFORMANCE APPRAISALS Personnel department copies of performance ratings, work evaluations, and similar reports concerning the work, productivity, and conduct of employees.		Retain at agency 5 years; destroy.
LGPER-014	LAYOFF FILES Procedures for layoff; positions cut; names of employees cut; and justification for contracts held by local government.		Retain at agency 10 years; destroy.
LGPER-015	DISCIPLINARY FILES Records relating to the dismissal, suspension, or other action against local government employees, other than internal affairs files of police and fire departments or case files of civil service or grievance boards. Include reports, correspondence, investigative documents, progressive disciplinary steps taken, and similar material.		Retain at agency 2 years after last or similar offense; destroy.
LGPER-016	EMPLOYEE SERVICE AWARDS Award committee reports, recommendations, award letters, eligibility lists, and related records of a service award program.		Retain at agency 2 years; destroy.
LGPER-017	BENEFITS ENROLLMENT/BENEFICIARY CARDS Authorizations for benefits acquired by employees. Show coverage; premium; SSN; name and section of employee; dates of employment/birth; sex; name and address of beneficiary; and signature.	VITAL	Retain initial and most recent version of each form in Personnel Record (LGPER-001).

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LGPER-018	<p>WAIVER CARDS</p> <p>Elections by employees to decline benefits. Show name; SSN/section of employee; date; and signature.</p>	VITAL	Retain at agency 1 yr after termination of employment; destroy.
LGPER-019	<p>SALARY SCHEDULES</p> <p>Schedules, pay plans, and similar documents relating to wage and salary rates.</p>		Maintain at agency; replace as updated.
LGPER-020	<p>COUNSELING FILES</p> <p>Reports, questionnaires, interview sheets, correspondence, and similar records relating to the counseling of employees, other than comparable records placed in Disciplinary Files (LGP-015).</p>		Retain at agency 2 years after last action; destroy.
LGPER-021	<p>LEAVE RECORDS</p> <p>Requests, reports, summaries, authorizations, schedules, and similar records relating to sick, vacation, and other types of authorized leave for employees.</p>		Retain at agency 3 years; successful audit; destroy.
LGPER-022	<p>TIME CHANGE REQUESTS</p> <p>Requests and authorizations for overtime, time trading, and other actions that affect normal work time, except Leave Records (LGPER-021).</p>		Retain at agency 3 years; successful audit; destroy.
LGPER-023	<p>TIME AND ATTENDANCE REPORTS</p> <p>Personnel department copies of reports or cards detailing hours worked or vacation, sick, or compensatory time used by employees; or similar records noting exceptions to normal work hours.</p>	VITAL	Retain at agency 3 years; successful audit; destroy.
LGPER-024	<p>EMPLOYEE PENSION AND RETIREMENT RECORDS</p> <p>Personnel department records of each employee's participation in a pension, retirement, and/or disability plan, including enrollment cards, summaries of contributions and deductions, personal data forms, beneficiary information, and authorizations.</p>	VITAL	Retain at agency 100 years; destroy.

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LGPER-025	<p>PENSION ADMINISTRATION FILES</p> <p>Records concerning the design, implementation, administration, and revision of pension and retirement systems, including periodic actuarial evaluations and reports.</p>		Maintain at agency; update as needed.
LGPER-026	<p>PERSONNEL STUDIES AND SURVEYS</p> <p>Studies, statistical reports, surveys, memoranda, cost analyses, projections, and comparable records that examine any long-range aspect of personnel administration.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPER-027	<p>TRAINING RECORDS</p> <p>A. Contracts or agreements made for employee training courses or programs, with specifications, correspondence, and worksheets</p> <p>B. Course outlines and materials</p> <p>C. Enrollment and attendance records</p> <p>D. Applications or requests from employees for training, educational leave, or schedule adjustments</p>		<p>Retain at agency through completion of contract or agreement; successful audit; destroy.</p> <p>Replace as updated.</p> <p>Retain at agency 2 years; destroy.</p> <p>Retain at agency 2 years; destroy.</p>
LGPER-028	<p>AFFIRMATIVE ACTION PLANS</p> <p>Records of employees and unhired applicants that demonstrate compliance with the statutes and regulatory requirements of the Equal Employment Opportunity Commission (EEOC), including reports, plans, statistical data, and other source material used to complete EEO-4 reports.</p>		Retain at agency 3 years; destroy.
LGPER-029	<p>AFFIRMATIVE ACTION/ADA CASE FILES</p> <p>Legal and investigative documents and correspondence involving grievances, complaints, or charges of discrimination brought in relation to Affirmative Action or the Americans with Disabilities Act.</p>		Retain at agency 10 years after resolution of case; destroy.
LGPER-030	<p>ACCIDENT AND SAFETY STUDIES</p> <p>Studies, analyses, cost data, and similar records concerning employee accidents and comparable records pertaining to accident prevention and safety.</p>		Retain at agency 5 years; destroy.

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LGPER-031	<p>UNEMPLOYMENT COMPENSATION CLAIMS</p> <p>Unemployment claims, pertinent correspondence, and similar material relating to unemployment compensation cases.</p>		<p>Retain at agency 5 years after final disposition; successful audit; destroy.</p>
LGPER-032	<p>WORKERS' COMPENSATION CLAIMS</p> <p>Contain accident reports; claim forms; hospital, physician, and emergency medical service bills and reports; correspondence; legal papers; and other documentation relating to claims eligible under workers' compensation laws.</p>		<p>Retain at agency 6 years; destroy.</p>
LGPER-033	<p>ACCIDENT REPORTS</p> <p>Reports of accidents involving local government employees. NOTE: If the original of this record becomes part of a Workers' Compensation Claim (LGPER-032) or a Litigation Case File (LGADM-020), see appropriate retention instructions.</p>		<p>Retain at agency 5 years; destroy.</p>
LGPER-034	<p>INSURANCE CLAIMS</p> <p>Documentation used in the payment of employee health and death benefit claims, or payments to non-employees under liability policies. Include insurance claim forms; copies of hospital, physician and medication bills; death certificates; correspondence; beneficiary information; and other supporting papers used in processing the claims.</p>	<p>VITAL</p>	<p>Retain at agency 5 years after final settlement; successful audit; destroy.</p>
LGPER-035	<p>EMPLOYEE EXPOSURE RECORDS</p> <p>Information concerning employee exposure to toxic substances or harmful physical agents.</p> <p>A. If maintained as part of Personnel Record</p> <p>B. If maintained separately from Personnel Record</p> <p>C. If duplicates are maintained in separate locations</p>		<p>See retention instructions for Personnel Record (LGPER-001).</p> <p>Retain at agency 30 years after termination; destroy.</p> <p>Upon termination, forward all documentation to personnel office for comparison and purging.</p>

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<p>LGPER-036</p>	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Information concerning the health status of an employee which is made or maintained by a physician, nurse, technician, or other health care personnel. Include medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.</p> <p>A. If maintained as part of Personnel Record</p> <p>B. If maintained separately from Personnel Record</p> <p>C. If duplicates are maintained in separate locations</p> <p>D. If employed less than one year</p>		<p>See retention instructions for Personnel Record (LGPER-001).</p> <p>Retain at agency 30 years after termination; destroy.</p> <p>Upon termination, forward all documentation to personnel office for comparison and purging.</p> <p>Retain at agency 1 year after termination; destroy.</p>
<p>LGPER-037</p>	<p>COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) / JOB TRAINING PARTNERSHIP ACT (JTPA) FILES</p> <p>Administrative records relating to the Comprehensive Employees Training Act and its programs. NOTE: Program was repealed in 1998.</p>		<p>Retain at agency 3 years after final audit; destroy.</p>
<p>LGPER-038</p>	<p>WORKERS' PERMITS</p> <p>Employment certificates for minors under age 18. Show name, vital statistics, type of job, and parent's or guardian's name and signature.</p>		<p>Retain at agency until age 18 or 1 year after last activity; destroy.</p>