



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 02/01/90

SECTION <b>103</b>	SUBJECT <b>RECORDS MANAGEMENT</b>
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The Department of Human Resources will adhere to the following schedule as it relates to records retention and disposal:

1. Retain all employee records involved in litigation for five years after the final disposition of the case and then destroy as specified below. Retain all other employee records for five years after the date of employee termination and then destroy by shredding under the supervision of a Human Resources Department representative.
2. Retain position audits and classification studies which include correspondence, memoranda, notes and reports and approval forms for three years after creation and then destroy.
3. Retain the Police and Fire registers for the administrative life of the record and then destroy. Retain the register of testing and testing results for one year after creation and then destroy. Retain all other records for two years after creation and then destroy. Destruction will be by burning or shredding.
4. Retain all applications for regular positions for three years after the date the position is filled, all applications for part-time or temporary positions for one year after the date the position is filled and then destroy by burning, shredding or pulping under the supervision of a Human Resources Department representative. In some cases, certain part-time or temporary applications may be destroyed as late as three years after the date the position is filled if it is a posted position.
5. Retain all training material until course material is revised and then destroy.
6. Retain salary monitoring, annual accession and termination reports for three years after creation and then destroy. Retain all other computer printouts for one year after creation and then destroy.
7. Retain paid invoice vouchers for one year after creation and then destroy.
8. Retain grievance files for five years after the date the grievance was filed and then destroy. The records will be destroyed by shredding under the supervision of a Human Resources Department representative.
9. Retain Budget Data Files for one year after creation and then destroy.
10. Destroy accumulations of CETA personnel files by shredding or burning under the supervision of a Human Resources Department representative.

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AMENDS/SUPERSEDES SECTION <u>322</u> , 05/26/82	REFERENCES Virginia Public Records Act	APPROVAL
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