AISD ISD
Personnel and Staffing Records - Retention Period
Quick Reference Guide

PERSONNEL AND STAFFING RECORDS (INDIVIDUAL FILE)	RETENTION PERIOD (STATE GUIDELINES)*	DESCRIPTION OR COMMENTS
Absence from duty forms	4 years	
Affirmative Action Plans • Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans	5 years • Until suspended plus 5 years	
Americans with Disabilities Act (ADA) Documentation	3 years	Self evaluations and plan documenting compliance with the requirements of the Americans with Disabilities Act
Absent from Duty Reports	4 years	
Alcohol/drug testing/physical	2 years	This is for anyone who drives a AISD vehicle, in particular the transportation department.
Applications and Recommendations for Professional or Paraprofessional Certificates or Permits • Application for nonrenewable permit • All others	• Date of expiration or denial of permit plus 1 year • 3 years	Copies endorsed by the superintendent and sent to TEA [State Board for Educator Certification] for purposes of certification or review of qualifications
Appraisal records - All others	Until superseded + 2 years	Details are housed in Eduphoria.
Appraisal records - Teachers	Permanent	Details are housed in Eduphoria.
Aptitude and Skills Test Record—records related to aptitude or skills tests *required* of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations • Validation studies • Tests [one copy of each different test (different in terms of either questions or administration procedures) should be retained for period indicated)] • Test papers or results of persons taking tests	• Life of test plus 2 years • Until superseded plus 2 years	

PERSONNEL AND STAFFING RECORDS (INDIVIDUAL FILE)	RETENTION PERIOD (STATE GUIDELINES)*	DESCRIPTION OR COMMENTS
• Records, *other* than those listed above, relating to the planning and administration of tests	• Date of creation or personnel action involved, whichever is later plus 2 years • 3 years	
Audit Verification Cards - when a file is requested by the auditor add a piece of paper to the file that states "filed requested by auditor on _____".	Until superseded, but see note	Note: The most recent audit verification card present in a personnel file upon separation of an employee should be considered an addendum to the teacher service record and must be retained permanently.
Benefits - enrollment forms for life/health	Termination of coverage + 4 years	
Certificates and Licenses—required of employees to qualify or remain eligible to hold a position requiring certification or licensing	Until superseded or separation of employee plus 5 years	If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for two years (see Employment Applications)
Committee Records—records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence Note: Review before disposal: some records may merit permanent retention for historical reasons.	2 years	
Conflict of Interest Affidavit	5 years after leaving position for which the affidavit was filed	
Counseling Program Records • Report of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling • Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program	• 3 years after termination of counseling • 3 years	
Contracts	Last effective date of contract + 4 years	
Criminal History Checks (applies to print copies only) • Criminal history record information	• Destroy 1 year from date information was obtained or after the information is used for the authorized purpose, whichever is sooner	

PERSONNEL AND STAFFING RECORDS (INDIVIDUAL FILE)	RETENTION PERIOD (STATE GUIDELINES)*	DESCRIPTION OR COMMENTS
• Information collected from a person in order to obtain a criminal history record (e.g., social security number, driver's license number, and fingerprints)	• Destroy no later than 1 year after information was obtained	
Deduction Authorizations • Direct deposit applications and authorizations	4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever is sooner • Until superseded, or date of separation, as applicable	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments
Discipline records	2 years after case closed or action taken	
Drivers Records • Medical examination reports • School bus driver training certification verifications • Driver's license record checks for school bus drivers • Other driver's license and driving record checks	• Until superseded plus 3 years • 3 years • Until superseded or date of separation plus 2 years • Until superseded or date of separation	
Earnings & Deduction records (deferred comp)	Date of separation + 75 years	
Earnings & Deduction records (pay amounts)	5 years	
EEO reports*	3 years	
EEOC cases*	Resolution of case + 3 years	
Employee Acknowledgement Forms	Until superseded or date of separation plus 2 years as applicable	
Employee change documents (name, address, etc)	2 years	
Employee recognition awards (awards and commendations)	Date of separation plus 5 years	The Communications department will keep recognition award files.
Employment Advertisements*	2 years	
Employment Application & Resume	2 years from creation of receipt	
Employment selection notes, interviews*	2 years from creation or receipt	
Enrollment forms for pension deferred plans	Permanent	
Enrollment, beneficiary forms, records maintained by TRS	2 years	

PERSONNEL AND STAFFING RECORDS (INDIVIDUAL FILE)	RETENTION PERIOD (STATE GUIDELINES)*	DESCRIPTION OR COMMENTS
Exit interview forms	Date of separation + 2 years	
Federal or State Tax Forms and Reports	4 years after separation or 4 years after form was amended, whichever is sooner	
FMLA requests	Fiscal year end (FE) + 3 years	
Grievance records*	2 years	
I-9 Forms	3 years from date of hire or 1 year after separation	
Job descriptions	US or position abolished + 4 years	
Leave request forms	Fiscal year end + 5 years	
Medical records*	Until superseded + 2 years	
Oath of Office forms	Until superseded + 5 years	
Organizational Charts	Until superseded	
Personnel Action or Information Notices	2 years from the date of creation or the personnel action involved, whichever is later	
PEIMS staff data	5 years	
Personnel Studies and Surveys	3 years	
Personnel rosters	3 years	
Professional Growth Plans	4 years	
Public access option	Until superseded	
Reduction in Force (RIF) Plans	Until superseded, or if implemented, 2 years from date of last reduction in force action under the plan	
References*	2 years from creation or receipt	
Release of Records Documents	Date records produced plus 1 year	
Salary worksheets	2 years	
Service Record	Permanent	
Subpoenas	2 years	
Surveys	5 years	
Work schedules	1 year	
Time sheets	4 years	

PERSONNEL AND STAFFING RECORDS (INDIVIDUAL FILE)	RETENTION PERIOD (STATE GUIDELINES)*	DESCRIPTION OR COMMENTS
Training and Educational Attainment Records	Date of separation plus 5 years	
Transcripts	Date of separation + 5 years	
Unemployment claims*	Closure of case + 5 years	
Volunteer Service Files	Until superseded or date of separation plus 3 years	
Voluntary deductions & garnishments	4 years after separation or amended/expired - WIS	
W-4 form	4 years after separation or 4 years after amended	
Workers compensation claims	Closure of case + 5 years	

DISCLAIMER NOTE: This quick reference guide was compiled in very generous terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records.

Local Schedule GR - Records Common to All Governments
Local Schedule EL - Records of Elections and Voter Registration
Local Schedule TX - Records of Property Taxation
Local Schedule SD - Records for Public School Districts