

RETENTION OF RECORDS

This is to advise you that the Equal Opportunity Commission requires records related to applications for employment, records of hiring, promotions, demotions, transfers, etc. to be kept on file for a three-year period.

The types of personnel records that are required to be preserved for three years include: 1) applications for employment, 2) records on hiring, promotion, tenure, demotion, transfer, layoff or termination and, 3) information on rates of pay and other terms of compensation. Any other personnel records that might be subject to equal opportunity/affirmation action inquiries should also be retained. If in doubt, retain for three years. Please note, however, that the requirements do not apply for temporary or seasonal positions.

Please insure that all personnel in records keeping functions are aware of these retention requirements.