

## City of Henderson Records Retention Schedule Human Resources Department

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### **Disposition Information:**

- Unscheduled records can NOT be destroyed. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State Library and Archives Administrator pursuant to - NAC 239.155 Disposal of public record restricted; procedures for proposal and adoption of schedules for retention of public records.
- Unless otherwise specified, a Certificate of Destruction is required to be completed prior to destroying any records regardless of media. See City of Henderson ROP-004 Destruction of Public Records for more information.
- In the event there is any pending litigation, suspend any destruction of records including deletion, overwriting, or any other destruction of alteration of electronic and/or hardcopy information relevant to the dispute until the case is closed and the City Attorney’s Office has given approval to proceed.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Convenience copies and duplicates must NOT be retained longer than the Record Copy.

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- To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule by shredding in a manner that ensures the information cannot be reconstructed, by burning if allowed by federal, state and local regulations, or as required by the laws, regulations, established standards, policies and procedures of the State or Federal Government. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing, and the physical destruction of the storage media – NAC 239.165 (1) (2) Destruction of confidential records, electronic records and copies of records. Also see, City of Henderson Records Directive No. 9 Confidentiality of Personal Information/Social Security Numbers.

### **Definitions:**

**Business Essential (BE) Record** - A record or record series that is critical to continuing or reestablishing operations during an emergency or after a disaster, or that are necessary to protect rights and interests.

**Convenience Copy** – A copy of a record or series that consists of reference, informational, or copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

**LRDA** – Local Government Records Disposition Authority control number assigned to a record series by the Nevada State Library and Archives. The Local Government Records Retention Schedules can be found here: [http://nsla.nv.gov/Records/Local/Local\\_Main/](http://nsla.nv.gov/Records/Local/Local_Main/)

**Record** - Information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. NAC 239.101 “Record of a local government” defined.

**Approved by Records Committee: 08/12/2021**

**Approved by State Archivist: 1/11/19**

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<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Anonymous Exit Interviews</b> Interviews conducted of employees leaving city employment.	File by fiscal year	As long as administratively useful to agency.
<b>Applications/Resumes/Backgrounds – Not Hired</b> Consists of applications received from individuals seeking employment and may or may not have been interviewed. Files consist of application, resume, test scores, correspondence, etc. This also includes applicant medical/psychological evaluations and failed pre-employment drug tests.	By name of recruitment, date of recruitment and applicant name	See Recruitment Files
<b>Background Surveys – Confidential (BE)</b> Documents background checks/investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. May contain, but is not limited to: Authorization for release of information, High School and College Verifications, Employment Verifications, Personal credit history (if applicable), DMV Valid Nevada Driver’s License Report, SCOPE, Pre-employment Psychological reports, Garnishments, Authorization for all other payroll actions (Union sign-ups and cancellations, Credit Unions, etc.), Discrimination complaints, Legal case data, etc.	File by employee name and/or employee number	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.  <b>LRDA:</b> 20070304 Background Checks/Investigations
<b>Benefit Records</b> Employee benefits packages. Office copies retained for informational purposes. May contain Health insurance sign up form, Life insurance application, Cancer insurance application, IRS 125 Plan information/election form, PERS Deferred Compensation Information, Vantage Care RHS, COBRA notification/election, Payroll deduction authorizations-insurance, etc.	By employee name/number and type of benefit, as best supports business purposes	Six (6) calendar years from the date the employee is no longer covered under any benefit package.
<b>Disciplinary/Grievance Hearing Files</b> Contains, but not limited to, grievance, correspondence, summary of hearing, exhibits, decisions, transcripts, resolutions, dispositions, etc.	By fiscal year and employee name or number	Five (5)* years after the fiscal year in which the case was closed, or longer at discretion of HR Director or designee.  <b>LRDA:</b> 20070312 Grievances: Hearings *State requirement is three (3) years

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<p><b>EEOC (Affirmative Action) Compliance Records</b> Records required by State and Federal law with specific policies and procedures designed to eliminate the effects of discrimination.</p>	File by fiscal year	<p>Three (3) calendar years from creation.</p> <p><b>LRDA:</b> 20071690 EEO Reports</p>
<p><b>Employee Assistance Program Case Files – Required</b> Documents required evaluations and treatment of employees who must complete the rehabilitation program recommended by the evaluation as a condition of continued employment. May include, but not limited to, appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling and consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence and related documents.</p>	File by employee name and date	<p>Six (6) calendar years after employee completes program.</p> <p><b>LRDA:</b> 20071295 Employee Assistance Program Case Files – Required</p>
<p><b>Employee Medical Records – Except Police and Fire (BE)</b> Confidential records may include, but are not limited to, medical and/or physical examination records, drug testing, alcohol testing, or other medical information including Hepatitis B authorizations forms, psychological evaluations related to employees’ work, C-1 forms not resulting in Workers Compensation claims, etc.</p>	File by employee name and/or employee number	<p>Retain all medical (non-hazard exposure) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.</p> <p><b>LRDA:</b> 2007-1236 Employee Medical Records (Except Police Officers and Firefighters)</p>

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<p><b>Employee Medical Records – Hazard Exposure Records (BE)</b> This record series documents and employee’s exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work-related conditions. Records may include, but are not limited to, hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, x-rays, work station air sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, correspondence, and similar documents.</p>	File by employee name and/or employee number	<p>Thirty (30) calendar years after employee separation.</p> <p><b>LRDA:</b> 20071289 Employee Medical Records-Hazard Exposure Records</p>
<p><b>Employee Medical Files – Police and Fire Only (BE)</b> Confidential records may include, but are not limited to, medical and/or physical examination records, drug testing, alcohol testing, or other medical information including Hepatitis B authorization forms (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first aid incident reports, physical examination statements, medical release authorizations, C-1 forms not resulting in Workers Compensation claims, signed consent forms, correspondence and related documents.</p>	File by employee name and/or employee number. (Files distinguished from non-police & fire employees by color coded dots.)	<p>100 years after separation.*</p> <p><b>LRDA:</b> 20071465 Police Officer Medical Files/20071466 Firefighter Medical Files *State retention requirement is 6 years after death.</p>
<p><b>FMLA (BE)</b> Family and Medical Leave Act related documents.</p>	File by date and employee name	<p>Leave related to employee illness/injury retain ten* (10) calendar years after employee separation. Leave related to family/dependent care retain three (3) fiscal years from the end of the fiscal year in which the leave was taken.</p> <p><b>LRDA:</b> 20070310 Family Leave (FMLA) Records *State recommended retention is 3 fiscal years.</p>
<p><b>Fingerprint Reponses</b> Responses from FBI and State to fingerprint submissions</p>	By year and employee name	Five (5) years from the date of completion.

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<p><b>I-9 Files (BE)</b> Verification of eligibility for employment as defined by U.S. Immigration and Naturalization Service.</p>	File by employee name and/or employee number	<p>Three (3) years after the date of hire, or one (1) year after employment is terminated, whichever is later.</p> <p><b>LRDA:</b> 20070329 Verification of Eligibility for Employment (United States Immigration and Naturalization Service form I-9)</p>
<p><b>Insurance Plans</b> The record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain, but is not limited to, information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, handouts and brochures, related correspondence, and similar information.</p>	File by insurance company name and date	<p>Retain for a minimum period of one (1) calendar year from the termination of the plan.</p> <p><b>LRDA:</b> 20070314 Group Health and Life Insurance Plans</p>
<p><b>Internal Investigations</b> Records of grievances or disciplinary cases investigated that allege employee misconduct and/or violates department regulations and orders, State and Federal statutes or municipal ordinances. The investigations can be formal or informal, sustained or unfounded. May contain, but not limited to, records of all proceedings in the settlement of disputes between employer and employee, grievances, correspondence, summary of hearing, exhibits, computer security audit logs, decisions, transcripts, resolutions, dispositions, etc.</p>	By fiscal year	<p>Five (5) years after the fiscal year in which the case was closed, or longer at discretion of HR Director or designee.</p>
<p><b>Job Classification</b> File consists of specifically assigned duties and responsibilities of a particular position.</p>	By job classification name	<p>Two (2) calendar years after job classification is superseded or eliminated.</p> <p><b>LRDA:</b> 20071284 Position Description Records</p>
<p><b>Labor Negotiation Meeting Minutes</b> Office copies retained for informational purposes.</p>	<p>Duplicate maintained by HR Labor Relations Division</p> <p>Record Copy: City Clerk's Office</p>	<p><b>Permanent.</b></p> <p><b>LRDA:</b> 20070012 Records of Formal Negotiations</p>

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<p><b>Personnel Files</b></p> <ul style="list-style-type: none"> <li>- <b>Primary Records (BE)</b></li> <li>- HRIS Print-Out or Paper Personnel Action Forms of historical compensation changes for 3 years prior to termination</li> <li>- Employee Name/Address/ Phone Number electronic print-out at termination</li> <li>- Performance appraisal forms (without attached commendations)</li> <li>- New Employee Orientation Checklist</li> <li>- <b>Secondary Records</b></li> <li>- Upon termination of employee separate the following records as applicable</li> <li>- Affirmative Action forms and Summaries</li> <li>- Employment application</li> <li>- Offer of Employment</li> <li>- Test Results Cover Letter (no test papers)</li> <li>- Employee’s Association Sign-up Form &amp; Letter</li> <li>- Uniform and/or Car Allowance Letter</li> <li>- Notice of Acceptance</li> <li>- End of Employment Procedure</li> <li>- Receipt of Administrative Policy Manual &amp; Receipt of Civil Service Rules Form</li> <li>- Veterans/Disabled self-identification form</li> <li>- HR Copy Request Forms</li> <li>- Request for Approval of Secondary/Outside Employment</li> <li>- PWPR Department Personnel Transmittals</li> <li>- Transfer requests</li> <li>- Relocation records</li> <li>- Voluntary Furlough Requests</li> <li>- Employee written warning notices</li> <li>- Commendations from outside City of Henderson</li> <li>- Commendations from within City of Henderson on COH letterhead</li> <li>- Oaths of Office – Duplicates</li> <li>- Unemployment Benefit Status</li> </ul>	<p>File by employee name or employee number</p>	<p>Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of ten (10) calendar years from the end of the calendar year in which the individual separated from service (<b>Primary Records</b>). Records which do not document employment history and are not scheduled elsewhere in the “Records of Personnel” section may be purged from the file three (3) calendar years from the end of the calendar in which the individual separated from service (<b>Secondary Records</b>).</p> <p><b>LRDA:</b> 20070321 Master Personnel File</p>

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<p><b>Recruitment File</b> This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include, but are not limited to, job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records, and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records.</p>	Position Title	<p>Four (4) calendar years from the close of the recruitment</p> <p><b>LRDA:</b> 20070325 Recruitment Files</p>
<p><b>Requests for Verification of Employment</b> Requests received to verify past or present employment of city employees.</p>	By Date	<p>One (1) calendar year.</p> <p><b>LRDA:</b> 20141919 Correspondence: Routine Business</p>
<p><b>Salary Comparison Report</b> The results of a salary comparison.</p>	File by Position Title	<p>Two (2) years from end of the calendar year in which comparison or study was conducted.</p> <p><b>LRDA:</b> 20071381 Salary Surveys</p>
<p><b>Salary/Wage Schedules (BE)</b> Record consists of pay grade comparison chart or log indicating salary classification for each position.</p>	File by Position Title	<p>Permanent* - When no longer needed to support current business purposes, transfer to City Archives for permanent retention.</p> <p><b>LRDA:</b> 20071382 Salary/Wage Schedule *State retention requirement is six calendar years</p>
<p><b>Transcripts of Hearings of Civil Service Board Involving Appeals</b> Transcripts of hearings involving appeals of an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. May include, but not limited to, a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports, decisions, reversal of action, record of appeal, correspondence, and related documents.</p>	File by date and employee name	<p>Two (2) calendar years after determination of appeal.</p> <p><b>LRDA:</b> 20070110 Transcripts of Hearings of Civil Service Board Involving Appeals</p>

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<p><b>Unemployment Records (BE)</b>            May include, but not limited to, quarterly contribution and wage reports, new hire reporting, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, corrections to quarterly reports, applications for adjustment, applicable forms, correspondence, and other relevant information.</p>	By employee name	Four (4) calendar years from the end of the calendar year to which they pertain.  <b>LRDA:</b> 20071445 Unemployment Insurance Records
<p><b>Volunteer Records</b>            File may contain application, SCOPE background, registration checklist, Timecards, etc.</p>	By Name	Three (3) calendar years after separation.  <b>LRDA:</b> 20070331 Volunteer Worker Records