

QUICKGUIDE: PERSONNEL RECORDS

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PLEASE NOTE: This guide is only a sample of retention series relating to personnel records and IS NOT A COMPLETE LIST. The full list of personnel retention series may be found at https://www.lva.virginia.gov/sites/default/files/2026-06/GS-103_0.pdf.

103-100503: Applications and Resumes: Unsolicited

This series documents the receipt of unsolicited applications or resumes for which no position has been announced.

Retention: Retain until after no longer administratively useful

103-2349: Criminal History/Background Check Requests

This series documents the criminal history, if any, of a job applicant for the purposes of making a hiring decision. This series may include, but is not limited to: criminal background investigation reports, fingerprint cards, central registry forms, and other security records

Retain: 0 years after event

103-100483: Employee Directories, Rosters, or Indexes

This series documents employee work assignments, titles, phone numbers and/or addresses. This series may include, but is not limited to: logs, registers, and reports.

Retention: Retain until after superseded, obsolete, or rescinded

103-100484: Employee Health Records

This series documents any long-term health risk, as well as any health treatment or examination given to an employee by a medical professional of the agency or an agent of the agency for exposure to hazardous substances, or on-the-job injuries, or for the employee's general well being. This series may include, but is not limited to: health assessments, medical clearance or

release to duty notices, reports, x-rays, and other records related to Series 100473 "Accident/Illness Reports."

29CFR1910.1020(d)(1)(i)

Retention: Retain 30 year(s) after separation

103-100485: Employee Personnel Records: Long Term

This series documents any employee's history. This series should include, but is not limited to: date range employed, contact information, compensation and position history, reason for separation/termination, personnel action notices, and any retirement benefits information.

Retention: Retain 50 year(s) after separation

Contracts for adjunct faculty fall under this series.

103-012172: Employee Personnel Records: Short Term

This series documents any employee's work activity and history that is not included in the Long Term series. May include but is not limited to: test results, professional certification and qualification records; evaluations, disciplinary actions; promotion/demotion, layoff, termination or tenure records; return to work notifications (issued by employer); and any other non-long term record.

Retention: Retain 5 year(s) after separation

Contracts for student wage, non-student wage, part-time wage, graduate research assistants, and graduate teaching assistants fall in this series.

103-100482: Employment Eligibility Form and Records (I-9): Employee Employed Less than Two Years

This series documents the employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen, resident alien, or legal immigrant eligible to work in the U.S. as required by the U.S. Citizenship and Immigration Services. This series may include, but is not limited to: forms.

8 CFR 274a.2(b)

Retention: Retain 3 year(s) after event

103-200034: Employment Eligibility Form and Records (I-9): Employee Employed More Than Two Years

This series documents the employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen, resident alien, or legal immigrant eligible to work in the U.S. as required by the U.S. Citizenship and Immigration Services. This series may include, but is not limited to: forms.

8 CFR 274a.2(b)

Retention: Retain 1 year after separation

103-200968: Family Medical Leave Act (FMLA) Records

This series documents employees' use of FMLA. This series may include, but is not limited to, approved applications, leave records, and supporting documentation. (29CFR 825.500 B)

Retention: Retain 3 year(s) after end of state fiscal year

103-100490: Grievance Records

This series documents the initial complaint, actions, investigation, summary, and disposition of an employee grievance. This series may include, but is not limited to: investigative and interview notes, logs, and reports.

Retention: Retain 5 year(s) after closed

103-100499: Promotion, Demotion, Separation, or Tenure Records

This series documents the decisions made regarding promotion, demotion, separation, layoff, termination, or tenure for a particular employee or group of employees. This series may include, but is not limited to: staffing templates, budget reports, performance and composite data, and position evaluations (29CFR1602.31)

Retention: Retain 2 year(s) after decision

103-12185: Recruitment, Hiring, Interview and Selection Records

This series documents the process and result of recruiting, selecting, and hiring. This series may include, but is not limited to: applications of selected and rejected applicants, position descriptions, copies of announcements and advertisements, selection criteria, evaluations, interview notes, tests, work samples, and rankings.

Retention: Retain 3 year(s) after event

103-200389: Visa/Immigration Records

This series documents an employee's visa, green card, and immigration records. This series may include, but is not limited to: application, approval, denial, assignment, performance, training, and attendance records.

Retention: Retain 10 year(s) after expiration

Please note that not all original records are maintained in the office or department. Most personnel records are kept official with Human Resources. Exceptions are noted above.