

Termination year +6 Payroll or Personnel Destroy 7 years after FICA, IRS, others  
years termination Davis-Bacon Act: 29 CFR 5.5  
4y (after tax paid)  
UA R04.01.060B\*\*  
(Government/Court ordered pay actions separate from  
official personnel file.)  
Business Process Reason: Records in Payroll series  
(payroll file) are maintained in conjunction with Employ  
series. Having a single trigger point for  
purging/destroying records that are managed together  
reduces cost and improved compliance with retention  
schedule. (extends retention)

1

2

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
----------	--------------	------------------------	--------------------	-------------	---------------------

4		Termination year +6 Years	Personnel	Destroy 7 years after termination	IRCA (Immigration Reform & Control Act) UA Regulation 04.01.060.B** "Immigration forms" separate from official personnel file. Term +3 years covers requirements for any employee. Business Process Reason: Records in I-9 Series are maintained in conjunction with Employment Series records usually in a separate file. Having a single trigger point for purging/destroying records that are managed together reduces cost and improved compliance with retention schedule. (extends retention).
5		Termination year +6 years	Recruitment/Person nel - manage		

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
9		Termination year +6 years	Personnel	Destroy 7 years after termination	<p>2 AAC 07.950 (Ethics Act)  Alaska Statute 18.80.220 requires a 2 year minimum retention.</p> <p>Business Process Reason: General Counsel recommends retention at least until Termination. Retention extended for improved efficiency, reduced costs , and increased compliance with schedule. Records purged at the same trigger point after termination as the rest of the personnel file. (As of Fall 2009, General Counsel has pushed retention of ethics documents to the MAU leqr pushed</p>

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
12		Termination year +6 years	Personnel	Destroy 7 years after termination	Fair Labor Standards Act (FLSA) requires 2 year minimum retention Business Process Reason: Performance Series records are maintained with Employment Series records in the Personnel file. (Per UA Regulation 04.01.060 performance records are maintained in the personnel file.)
13		Current year +3 years	Personnel	Destroy after 4 years	Fair Labor Standards Act (FLSA): 29 CFR Part 516
14		Current year +3 years	Personnel	Destroy after 4 years	Employee Polygraph Protection Act 29 CFR 801.30 & 801.35**
15		Current year +5 years	UAA, UAF, SW - MAU HR UAS - Risk Management	Destroy after 6 years	49 CFR 382.401 This regulation only applies to CDL drivers.
17		Current year +2 years			

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
19		Until Superseded	SW HR Operations	Destroy after superseded by new or updated inventory	
20		Until Superseded	SW HR Operations	Destroy after superseded by new or updated procedures	
21		Until administrative need is met	HR Directors	Destroy after administrative need is met.	Business process reason: Issue file documentation is used for possible future employment action or defending litigation.
22		Until administrative need is met Indefinitely - Files related to historical interpretations of CBAs or UA Regulations	Official Records - hold determined by hearing officer as specified in UA Regulations	Destroy after administrative or management need is met	ADA (20CFR 1602.20); ADEA (29USC 626(a); 29 CFR 1627.3) Title VII: (29CFR 1602.14, 29 CFR 1602.21) SWHR Labor and Employee Relations is the official record holder. Business Process Reason: Records in this series vary in

Item No.	Record Title	Minimal Retention Time	Custodian Location	Disposition	Description/Details
24		Until administrative need is met Indefinitely - Files related to historical interpretations of CBAs or UA Regulations	SWHR Labor and - Employee Relations	Destroy after administrative or management need is met	ADA (20CFR 1602.20); ADEA (29USC 626(a); 29 CFR 1627.3) Title VII: (29CFR 1602.14, 29 CFR 1602.21) SWHR Labor and Employee Relations is the official record holder. Business Process Reason: Records in this series vary in the length of time they are needed for business use. May be retained indefinitely for documentation of historical interpretations of Collective Bargaining Agreements (CBA) or UA Regulations.
25		Until administrative need is met	MAU HR,		