

Personnel Documents Quick Reference

A full UCF Quick Reference Guide with descriptions is available at <http://admfin.ucf.edu/records-management>

Document	Record of Copy Holder	Retention Reference
Academic Promotion / Tenure Records	Faculty Excellence	GS5 Item #180 5 Anniversary Years
Professional Development Leave Records	Faculty and non-unit A&P: Faculty Excellence	GS5 Item #101 5 Fiscal Years
Grievance Files	Faculty: Faculty Excellence Non-Faculty: Human Resources	GS5 Item #110 3 Fiscal Years
Personnel Records (applications, resumes, transcripts, onboarding, ePAF, training, performance appraisals, disciplinary action summary, position description, commendation letters, resignation letters.)	Faculty: Dean's Office Non-Faculty: Human Resources	GS1 Item #19 25 Fiscal Years after separation
Position Descriptions	Human Resources	GS1 Item #38 2 Anniversary Years after superseded
Personnel Travel Records	Finance and Accounting	GS1 Item #52 5 Fiscal Years
Employment Applications and Selection Process Records	Human Resources, for USPS, A&P, and Faculty, including ePAFs. Hiring Department, for interviews scheduled outside of PeopleAdmin / PageUp, records not uploaded into the system such as applicant rankings or references, or recruitments not processed through PageUp, such as OPS employees.	GS1 Item #24 4 Anniversary Years
Employee Fee / Waiver Records	Finance and Accounting	GS5 Item #55 5 Fiscal Years
Off-Cycle Request Forms, Retroactive Request Forms	Human Resources	GS1 Item #195 5 Fiscal Years
Disciplinary Case Files: Employees	Informal: Originating Department Formal: Faculty - Dean's Office Non-Faculty - Human Resources	GS1 Item #98 5 Anniversary Years after final action
LAPERS / Time Sheets, Leave Requests and Reports, Processor and Authorizer reports	Originating Department	GS1 Item #116 (when only documenting leave hours) 3 Fiscal Years GS1 Item #195 (when content impacts compensation) 5 Fiscal Years
Employee Conduct Counseling Records	Originating Department	GS1 Item #206 1 Anniversary Year after final action
Personnel Records, Supplemental (any documentation not part of the official personnel file)	Originating Department	GS1 Item #378 5 Fiscal Years
Staff Administration Records - copies of personnel file content, employee biographical information, etc.	Originating Department	GS1 Item #371 OSA (retain until obsolete, superseded, or administrative value is lost)
Personnel Records: OPS, Volunteer, Intern, Temp employment	Paid: Human Resources Unpaid: Originating Department	GS1 Item #66 3 Fiscal Years
Employment Applications - Unsolicited	Receiving Department	GS1 Item #400 OSA (retain until obsolete, superseded, or administrative value is lost)