

**Public Transportation Systems and Authorities
Records Retention Schedule Amendment**

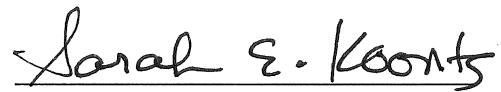
Amending the Public Transportation Systems and Authorities Records Retention and Disposition
Schedule published April 1, 2006.

STANDARD 5. PERSONNEL RECORDS

Amending item 21 **Employee Eligibility Records** as shown on substitute page 40.

APPROVAL RECOMMENDED

Agency Director, CEO



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Agency Governing Board



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

Transportation System/Authority Name

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion. See also EMPLOYMENT APPLICATIONS AND RESUMES item 15, page 39.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy all remaining records in office 2 years from date record was created, received, or the personnel action involved, whichever is longer.	
18.	EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
19.	EMPLOYEE BENEFITS REGISTER	Destroy in office after 2 years.	
20.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program.*	
21.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
22.	EMPLOYEE EXIT INTERVIEW RECORDS	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 45. b) Destroy all remaining records in office after 1 year.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.