

Office of Human Resources

Guidelines for Record Retention for HR Records (pertains generally to staff hired through the Office of Human Resources)

Unless regulations require otherwise, the Office of Human Resources recommends holding most records for seven years to allow for access or retrieval of relevant documents, as needed. Benefits records adhere to other specific retention regulatory requirements. Some records may be retained by both the department and Human Resources, and both areas are considered the "official repository."

For clarification or general inquiries about a record, please contact Claire Jacobs Elson at 258-4131 or celson@princeton.edu.

For inquiries about a specific benefits record, please contact Human Resources at 258-3302 or benefits@princeton.edu.

Document/File/Record Names	Office of Human Resources as Official Repository	Years of Retention by Human Resources	Documents Departments May Choose or Be Required to Retain ²	Departments as Official Repository	Years of Retention by Departments
Benefits Administration Files					
Children's Ed applications, bills	Y	7 years	na	na	na
ECCAP forms	Y	7 years	na	na	na
Staff Ed applications, bills	Y	7 years	Y	N	3 years
Summary Annual Reports	Y	permanent	na	na	na
Compensation Files					
Attendance records (exempt)	Y ¹	7 years after termination	Y	Y	7 years after termination
Attendance records (non-exempt)	Y ¹	7 years after termination	Y	Y	7 years after termination
Casual Hourly New Hire HRMS Form	Y	7 years after termination	Y	N	7 years after termination
Job descriptions	Y	10 years	Y	Y	10 years
MIP worksheets	Y	7 years	Y	N	7 years
Short termination Professional HRMS Form	Y	7 years after termination	Y	N	7 years after termination
Time cards (Time Collection System)	Y	permanent	na	na	na
Conflict of Interest Forms					
Annual disclosure form	na	na	Y	Y	6 rolling years for active employees; 7 years after termination
Employee Personnel Files					
Additional Pay HRMS form	Y	7 years after termination	Y	N	7 years after termination
Background check results	Y	7 years after termination	na	na	na
Cover letter	Y	7 years after termination	Y	N	7 years after termination
Disciplinary/performance letter	Y	7 years after termination	Y	Y	7 years after termination
Employment verification letters (written upon employee request)	Y	7 years after termination	na	N	send to HR for processing
Job application	Y	7 years after termination	Y	Y	7 years after termination
Job offer letter	Y	7 years after termination	Y	N	na

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Job requisition form	Y	7 years after termination	Y	N	7 years after termination
L&D Clarity of Commitment forms	Y	7 years after termination	na	na	na
L&D Copy of Certificates	Y	7 years after termination	na	na	na
Leave of Absence HRMS form	Y	7 years after termination	Y	N	7 years after termination
New hire form	Y	7 years after termination	na	na	na
Performance appraisal (some departments choose to send the official copy to HR)	Y	7 years after termination	Y	Y	6 years of history, 7 years after termination
Personal Data HRMS form	Y	7 years after termination	na	na	na
Position HRMS form	Y	7 years after termination	Y	N	7 years after termination
Resume	Y	7 years after termination	Y	N	7 years after termination
Salary/job Change HRMS form	Y	7 years after termination	Y	N	7 years after termination
Software test results (Qwiz)	Y	7 years after termination	na	na	na
Termination HRMS forms and related correspondence	Y	7 years after termination	Y	N	7 years after termination
Transfer/Promotion form	Y	7 years after termination	na	na	na
Employee Relations Files					
Disciplinary/performance-related documents	Y	7 years after termination	Y	Y	7 years after termination
General correspondence	Y	7 years after termination	Y	Y	7 years after termination
Investigation reports	Y	7 years after termination	Y	N	7 years after termination
Investigation notes	Y	7 years after termination	Y	N	7 years after termination
Performance Appraisals (some departments choose to send the official copy to HR)	Y	7 years after termination	Y	Y	7 years after termination
Unemployment Insurance Claims	Y	7 years after termination	na	na	na
I-9 and Working Papers Forms					
Graduate School (for graduate students)	Y	3 years after the date employment begins or 1 year after the date the person's employment is terminated, whichever is later	na	na	na
Human Resources (for faculty and staff, including all non-U.S. citizen employees)	Y	3 years after the date employment begins or 1 year after the date the person's employment is terminated, whichever is later	na	na	na
Library HR (for library employees, U.S. citizens only; non-U.S. citizens go to Human Resources)	Y	3 years after the date employment begins or 1 year after the date the person's employment is terminated, whichever is later	na	na	na
Student Employment (for undergraduate students)	Y	3 years after the date employment begins or 1 year after the date the person's employment is terminated, whichever is later	na	na	na

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Labor Relations Files					
Union contracts--signed	Y	permanent	na	na	na
Union grievances, 1st/2nd steps	N ³	7 years after occurrence or termination, whichever is later	Y	Y	7 years after occurrence or termination, whichever is later
Union grievances, 3rd step/arbitration	Y	7 years after occurrence or termination, whichever is later	Y	N	7 years after occurrence or termination, whichever is later
Performance Appraisals Forms					
Performance appraisal form	Y	7 years after termination	Y	Y	7 years after termination
Search Files					
Applications	Y	3 years after decision	Y	N	3 years after decision
Cover letters	Y	3 years after decision	Y	N	3 years after decision
EEO Search Summary	Y	3 years after decision	Y	N	3 years after decision
E-mail correspondence	Y	3 years after decision	Y	Y	3 years after decision
Interview notes- Hiring Manager	na	na	Y	Y	3 years after decision
Interview notes- HR	Y	3 years after decision	na	na	na
Job requisition form	Y	3 years after decision	Y	N	3 years after decision
Phone screen notes- Hiring Manager	na	na	Y	Y	3 years after decision
Phone screen notes- HR	Y	3 years after decision	na	na	na
Position HRMS form	Y	3 years after decision	Y	N	3 years after decision
Recruitment advertising	Y	3 years after decision	na	na	na
Reference check notes- Hiring Manager	na	na	Y	Y	3 years after decision
Reference check notes- HR	Y	3 years after decision	Y	N	3 years after decision
Resumes	Y	3 years after decision	Y	N	3 years after decision
Writing samples (if required)	na	na	Y	Y	3 years after decision
Verifications of Employment Files					
Legal	Y	1 year	na	na	send to HR for processing
Non-legal (written upon request)	Y	3 months	na	na	send to HR for processing

¹Departments retain these records until employees terminate employment. At that time, departments send the records to HR and HR then becomes the official repository.

²Departments may choose to retain HR records for which the department is not the official repository for legal, fiscal, administrative, or historical requirements based on the above recommended retention schedule.

³Departments may choose to send HR a copy of records for which the department is the official repository, e.g., 1st/2nd step grievances.