

January 12, 2004

Deans, Directors, Department Heads
Business Managers, Payroll Representatives and other Hiring Authorities

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Change in employment records retention

As a result of changes in federal requirements regarding record retention, the University has revised its policy on terminated employment file maintenance. Beginning January 1, 2004, all employment files will be maintained in the University's Records Management Center for a period of *eight (8) years beyond the employee's termination date*. University business practice has been to maintain these files for 30 years. This modified retention period is consistent with recent changes affecting payroll documents, and does not affect medical or departmental records retention.

As always, current employees may view their files by visiting Human Resources Employee Records at the University Services Building, 888 North Euclid, Room 115, during normal business hours. As stated in Arizona Board of Regents Policy 6-912, access to files is limited to the individual employee and those authorized in writing by the employee, certain officers of the university, or in response to a lawfully issued request such as a subpoena or judicial summons. Photo identification is required before files may be inspected or photocopied. Employees can also access their individual employment, benefits and payroll information via Employee Link at <http://emplink.arizona.edu>.

Please take this opportunity to remind your colleagues about the importance of maintaining personal copies of any employment documents they may need in the future.

For additional information or clarification of the university's records retention policies, contact Records Management & Archives at (520) 889-5666 or visit the web at <http://w3.arizona.edu/~records/>.