

4.9 PERSONNEL HISTORY

The activity of documenting an individual's employment history with the agency, including contractors and volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03053 Rev. 0	<p><i>Disclosure of Former Employee Information to Prospective Employers</i></p> <p>Records relating to the disclosure of information (such as hiring recommendations, employment/income verifications, etc.) about <u>former</u> employees to prospective employers or employment agencies in accordance with RCW 4.24.730.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written logs; • Disclosure releases/statements; • Copies of information provided. <p>Excludes:</p> <ul style="list-style-type: none"> • Disclosure of information about <u>current</u> employees covered by <i>Personnel – Employment History Files (DAN GS 03042)</i>; • Public records requests covered by <i>Public Disclosure/Records Requests (DAN GS 05001)</i>. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080) and 2-year requirement in RCW 4.24.730.</i></p>	<p>Retain for 3 years after disclosure of information <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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GS 03042 Rev. 1	<p>Personnel – Employment History Files</p> <p>Records relating to an individual's employment history with the agency and the documentation related to the position held.</p> <p>Also includes records relating to a volunteer's service with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, resumes and appointment letters; • Position eligibility and position held; • Eligibility requirements for position (certifications, transcripts); • Disclosure of information to prospective employers in accordance with RCW 4.24.730. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Complaints and Grievances – Exonerated (DAN GS 03006);</i> • <i>Complaints and Grievances – Upheld (DAN GS 03003);</i> • <i>Performance Evaluations – Employee (DAN GS 03002);</i> • <i>Retirement Verification (DAN GS 03032).</i> <p><i>Note: See State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.</i></p>	<p>Retain for 6 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03054 Rev. 0	<p>Personnel – Health-Related Records (Routine) Records relating to the health of employees <i>where not covered by Employee Medical and Exposure Records (DAN GS 03039) or another more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Ergonomic assessments (for routine prevention and if non-injury-related); • Reasonable accommodation (if non-injury-related); • Documentation of known medical conditions (for awareness in case of medical emergency that would assist in rapid response and treatment); • Documentation of ongoing medical treatment (if non-exposure or non-injury related and necessary for job performance/reasonable accommodation); • Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave. <p>Excludes records covered by <i>Employee Medical and Exposure Records (DAN GS 03039).</i> <i>Note: Medical records should be retained by originating agency and <u>not</u> be included as part of an interagency transfer.</i></p>	<p>Retain for 6 years after date of separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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GS 03055 Rev. 0	<p><i>Personnel – Routine Transactions</i></p> <p>Records relating to employees' routine personnel transactions or tasks that do <u>not</u> affect employment history, payroll, performance or retirement status/eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Changes to work schedules and assignments; • Location codes; • Name/address/status/emergency contact change documentation; • Miscellaneous tracking forms. 	<p>Retain until superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>