



WISCONSIN STATE FAIR PARK RECORDS RETENTION POLICY for Various Human Resources- & Payroll-related documents



The following guide provides a summary of Wisconsin State Fair Park’s Records Retention Policy for important Human Resources- and Payroll-related documents created from the start of a recruitment for a position through a hired employee’s (EE’s) tenure with WSFP. Departments that maintain the OFFICIAL records listed below for applicants and employees **must do so** in accordance with this policy and the retention periods listed. Questions on this policy or records either contained or not contained within should be directed to Human Resources.

****NOTE:** All *official* documents listed herein that apply to Permanent and Dually-Appointed LTE positions and/or employees **must** be retained by Human Resources only, with the exception of the supervisor’s working file that each supervisor should maintain on their employees. All other documents listed for LTEs may be maintained by *either* Human Resources or the respective department, unless otherwise indicated.

Human Resources Documents

OFFICIAL DOCUMENT	RETAINED BY	RETENTION PERIOD ^A
Recruitment Materials to include: <ul style="list-style-type: none"> • Job Announcement • Application Materials or Resumes (including electronic) Received for <u>Announced</u> positions – unsolicited materials received when not actively recruiting for an open position do not have to be retained • Any scoring system or pre-screen conducted of application materials • Any written correspondence to approved candidates to schedule interviews • Interview documentation to include questions asked, notes/evaluations, work simulation tests and scores, reference checks, and any other related information used in evaluation of applicants 	<ul style="list-style-type: none"> • HR for Perm & Dual-LTE positions • Department or HR for year-round, summer/seasonal and Fair-Only depending on who coordinated recruitment 	<ul style="list-style-type: none"> • 4 years from date of hire (if more than 1 position filled from same recruitment, then from date of last hire)
Recruitment Materials: Non-Select letters or emails to candidates not selected for position(s)	<ul style="list-style-type: none"> • See above 	<ul style="list-style-type: none"> • 1 year from date of hire (or last hire)
Recruitment Materials: Criminal Background Checks	<ul style="list-style-type: none"> • HR <u>ONLY</u> for <u>ALL</u> employees 	<ul style="list-style-type: none"> • 6.5 years from report
Position Description	<ul style="list-style-type: none"> • Human Resources 	<ul style="list-style-type: none"> • 8 years from EE’s termination date
Discipline Records: Investigatory Meeting Notes and Minutes for all discipline	<ul style="list-style-type: none"> • HR for Perm & Dual-LTE positions • Department or HR for all other LTEs 	<ul style="list-style-type: none"> • 1 year from date created
Discipline Records: Verbal Warnings	<ul style="list-style-type: none"> • HR <u>ONLY</u> for <u>ALL</u> employees 	<ul style="list-style-type: none"> • 1 year from date of incident/violation
Discipline Records: Written Warnings, Final Warnings (including suspensions with or without pay) and Termination		<ul style="list-style-type: none"> • 5 years from date of incident/violation

OFFICIAL DOCUMENT	RETAINED BY	RETENTION PERIOD [^]
Employee Working File held by Department Supervisor – may include employee information (sometimes confidential) such as contact information, emergency contact, position description, work schedule, correspondence and other department-specific information	• Department	• 8 years from EE's termination date
Employee Official Personnel File	• HR <u>ONLY</u>	• 8 years from EE's termination date

Payroll Documents

OFFICIAL DOCUMENT	RETAINED BY	RETENTION PERIOD [^]
Department Work Schedules in whatever form the department uses to document who was scheduled for what shift, event, etc.	• Department	• 5 years from end of scheduling period
Employee Time Records to include: <ul style="list-style-type: none"> • Official Time Clock System cards • Department-Specific Sign-In Sheets • Any other means used to track employee ins & outs 	• Department	• 5 years from end of scheduling period
Official Timesheet from Payroll Department (Time Report Form # AD-TACS-2 [R. 02/11])	• Payroll	• 5 years from end of pay period
Supervisor Copy of Official Timesheet above	• Department/ Supervisor	• 2 years from end of pay period
PTAWeb Official Record of Time Reported	• Payroll/Central Payroll	• 5 years from end of pay period
Employee Official Payroll File – for Permanent Employees	• Payroll <u>ONLY</u>	• 7 years from EE's termination date

[^]For ease of use in tracking the retention period, it may be best to simply destroy records at the end of the calendar year during which the retention period ends. For example, Recruitment Materials for a position that was filled on 4/21/2014 must be retained until at least 4/21/2018. However, to avoid the work of tracking all Recruitment Materials that need to be destroyed at various points in the year 2018, you may simply place those records with all other Recruitment Material records that must be retained through some point in 2018 and destroy all records at the end of calendar year 2018.