

# UIC HR POLICIES AND PROCEDURES

		NUMBER 1306
MANUAL Human Resources	SECTION Records	PAGE 1 of 2
SUBJECT Retention and Disposal of Official Personnel Records		EFFECTIVE 04/01/1997
		REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To identify UIC practices relating to the retention and disposal of official personnel records and to ensure compliance with the Review of Personnel Records Act.

## SOURCES AND BACKGROUND

Illinois Employee Access to Records Act  
State Universities Civil Service System Statute and Rules  
The General Rules Concerning University Organization and Procedure  
University of Illinois Policy and Rules

## APPLICABILITY

All UIC employees

## POLICY

Official personnel records are maintained by the UIC Human Resource Service Center and the employing department. Documents contained in the official personnel record of employees who leave UIC will be retained for the required length of time specific to the document (up to 65 years). An employee's personnel file, maintained by the employing department, may be retained there. Departments need to consult with the campus Archivist prior to disposal of any files.

Under the provisions of the Review of Personnel Records Act, UIC is not allowed to keep a record of the employee's associations, political activities, publications, communications, or other non-employment activities unless the employee submits the information or a written authorization to UIC to keep or gather such information. This prohibition does not apply to activities that occur on UIC premises or that occur while the employee is working for UIC and that interferes with the performance of the employee's duties or the duties of other employees. This prohibition also does not apply to activities that constitute criminal conduct or that might harm the University's property or operation or cause the University financial liability.

At the discretion of the Vice President for Human Resources, all records may be maintained electronically or on film, at which time the original documents may be destroyed. Records of employees who have been discharged or who resign in lieu of discharge will be retained indefinitely. Records of employees who have been laid off and are subject to reemployment will be retained indefinitely, unless or until the employee resigns.

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## PROCEDURES

### RESPONSIBILITY

1. UIC HR Service Center
2. Department/Unit Head

### ACTION

Retains employee record. Storage/disposal per defined retention requirements.

Retains employee records. Plans disposal with Archivist.