



PERSONNEL RECORDS /DESTRUCTION

PM-70-03

Section: 70-00, PERSONNEL RECORDS MANAGEMENT

I. PURPOSE & SCOPE

Personnel records maintained by Compensation/Records Administration, Division of Human Resources, shall be maintained in hard copy form for a period of two (2) years after the employee's date of separation from payroll. After that period of time, the following records from each individual's personnel file shall be retained electronically or on microfilm:

1. Employment Application;
2. Request To Fill Vacancy Form;
3. Change Authorization Form;
4. Employee Personal Data Update Form;
5. Separation From Payroll Form; and
6. Documents that relate to employee appeals to the Civil Service Commission.

Remaining documents held in the employee's personnel file may be destroyed in accordance with City of Memphis Charter, Section 327.

II. POLICY

This policy sets forth guidelines for personnel records maintained by the Division of Human Resources, Compensation/Records Administration. Other City Divisions should reference City of Memphis Charter, Section 327, for appropriate guidelines relative to destruction of records.

III. PURGING OF DOCUMENTS

In order to purge any document which has been placed in an employee's personnel file that is held by the Division of Human Resources, Compensation/Records Administration, the following will occur:

1. The employee shall request purge of the document from their personnel file by written request to their Division Director.
2. If the employee's Director concurs, the Director shall send a written request with justification to the Director of Human Resources or designee for approval.



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3. Bargaining unit employees may request purge of a document from their personnel file held by the Division of Human Resources, Compensation/Records Administration, within the provisions set forth in the various Memoranda of Understanding.

If a difference of opinion exists between the employee and the employee's Division Director relative to purging the document from the employee's personnel file, the employee may appeal to the Director of Human Resources or designee whose decision shall be final.

The disposition of all documents maintained by the Division of Human Resources, Compensation/Records Administration, comes under the authority of the Director of Human Resources.