



Records Retention Schedule

PROCESS Human Resources		SUBPROCESS Recruiting		SUBPROCESS DESCRIPTION Manages recruiting and hiring of employees.					
RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
15	Civil Service Recruitment Records <i>Records associated with the recruiting and hiring of a civil service employee.</i>	- Civil Examination Results - Civil Service List Certification - Request for Civil Service List Certification	-DCAS	Life + 3	NYC	NYCAC 12-116	n/s		Life = Life of Civile Service List
					NYC	NYCAC 12-206	n/s		
					NYS	CLNY-CPLR 203	s/l: 2		
					NYS	CLNY-CSA 50	n/s		
					NYS	CLNY-CSA 81	n/s		
2	Job Recruitment Records <i>Records documenting posting/advertising for open positions, screening process, and hiring results. In addition to the requirements for the qualifications for the job, description of position activities and evaluation of the appropriate salary range assigned to the job/position.</i>	- Correspondance - Documentation of Cadidates Not Hired - Interview Notes and Forms - Job Postings - Justification Memo - Pre-Employment Testing - Resumes of Non-Hired Employees	-HR	4	Fed	28 USC 1658	s/l: 4		
					Fed	29 CFR 1602.14	ACT + 1		
					Fed	29 CFR 1602.31	ACT + 2		
					Fed	29 CFR 1620.32	2		
					Fed	29 CFR 1627.3	ACT + 1		
					Fed	29 CFR 1627.3	ACT + 1		
					NYC	NYCAC 12-116	n/s		
					NYS	12 NYCRR 600.9	n/s		
					NYS	CLNY-CL 8	n/s		
					NYS	CLNY-CPLR 203	s/l: 2		
					NYS	CLNY-CSA 50	n/s		
					NYS	CLNY-CSA Appx 80.3	n/s		
					NYS	CLNY-EL 296	n/s		
39	Job Classification Records <i>Records associated with the establishment of job clasifications for City positions. Includes a description of position and evaluation of salary range assigned.</i>		-DCAS	Permanent	Fed	29 CFR 1620.32	2		

RETENTION POLICY EVENT Codes

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LI Life (of system, equipment, etc.)	SU Until Superseded
IN Indefinite/Permanent	TE Termination (of employee)
FR Final Resolution	

Authority Codes

Fed	Federal
NYS	NY State
NYC	NY City
s/l	Statute of Limitations
n/s	Not Specified
n/a	Not Applicable
ACT	Date of Action

Other Codes

C	Confidential
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MA	Municipal Archives

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Records Retention Schedule

PROCESS Human Resources	SUBPROCESS Employment Lifecycle Management	SUBPROCESS DESCRIPTION Manage lifecycle of employees' tenure including hiring, orientation, background screenings, evaluations, promotion process, and offboarding.
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RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
27	Travelling Personnel File <i>Records gathered throughout an employee's tenure with the City of New York.</i>	- Code of Conduct Certification - DP 2001 - Emergency Contacts - Employee Release Form - Exiting Employee Checklist - I-9 - Letter of Resignation - Letter to Employee of Notification of Termination - PAR - Performance Evaluation and Appeal - Promotion Eligibility Lists - Promotion Exam Results - Promotion Justification Memo - Promotion Recommendation Form - Resume - Termination Letter	-NYCAPS -DCAS -HR -DOI	TE + 10	Fed Fed Fed Fed Fed Fed Fed Fed Fed Fed NYS NYS NYS NYS NYS NYS NYS NYS NYS NYS	28 USC 1658 29 CFR 1602.14 29 CFR 1602.31 29 CFR 1620.32 29 CFR 1627.3 49 CFR 40.333 8 CFR 1274a.2 8 CFR 1324A 8 CFR 274a.2 12 NYCRR 601.5 CLNY-CPLR 203 CLNY-CSA 50 CLNY-CSA 52 CLNY-CSA 6 CLNY-CSA 7.2 CLNY-CSA 70 CLNY-CSA 81 CLNY-L 27-a CLNY-POL 73	s/l: 4 ACT + 1 ACT + 2 2 3/ACT + 1 1/5 Hire+3/TE +1 Hire+3/TE +1 Hire+3/TE +1 n/s s/l: 2 n/s n/s n/s n/s n/s n/s n/s n/s		General practice on state and local level is to retain summary record permanently.

Systems:
- NYCAPS

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RECORD SERIES		RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
28	Employee Summary Record <i>Records containing summary of key data maintained in Human Resources database.</i>	-HR	IN	Fed	28 USC 1658	s/l: 4		General practice on state and local level is to retain summary record permanently.
				Fed	29 CFR 1602.14	ACT + 1		
				Fed	29 CFR 1602.31	ACT + 2		
				Fed	29 CFR 1620.32	2		
				Fed	29 CFR 1627.3	3/ACT + 1		
				Fed	49 CFR 40.333	1/5		
				Fed	8 CFR 1274a.2	Hire+3/TE +1		
				Fed	8 CFR 1324A	Hire+3/TE +1		
				Fed	8 CFR 274a.2	Hire+3/TE +1		
				NYS	12 NYCRR 601.5	n/s		
				NYS	CLNY-CPLR 203	s/l: 2		
				NYS	CLNY-CSA 50	n/s		
				NYS	CLNY-CSA 52	n/s		
				NYS	CLNY-CSA 6	n/s		
				NYS	CLNY-CSA 7.2	n/s		
				NYS	CLNY-CSA 70	n/s		
				NYS	CLNY-CSA 81	n/s		
				NYS	CLNY-L 27-a	n/s		
				NYS	CLNY-POL 73	n/s		

Systems:
- NYCAPS
- PMS

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No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues

33	Employee Time Reporting <i>Manage records documenting employee's time reporting activities, including vacation, sick leave, hours worked.</i>	- Absence Control Report - Time Sheet Status Reports - Timesheets/Time Cards	-OPA -FISA	TE+3	Fed NYS NYS	29 CFR 516.6 CLNY-L 233 CLNY-WC 131	2 Life+3 n/s		Life=Life of job
									<u>Systems:</u> - CityTime - PMS

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Records Retention Schedule

PROCESS Human Resources	SUBPROCESS Payroll	SUBPROCESS DESCRIPTION Manage activities related to the preparation, issuance, and accounting of the compensation for City of New York employees.
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RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
34	Employee Withholding Records <i>Records relating to employee authorizations and supporting documentation for payroll deductions.</i>	- Direct Deposits	-HR	4	Fed	26 CFR 31.6001-5	n/s		
		- Garnishments	-OPA		Fed	29 CFR 1627.3	3		
		- IT-2104			Fed	29 CFR 516.5	3		
		- W-4			Fed	29 CFR 516.6	2		
					NYS	12 NYCRR 472.2	3		
					NYS	CLNY-L 191	n/s		
					NYS	CLNY-WC 131	4		
							<u>Systems:</u> - PMS		
38	Payroll Management Reports <i>Manage records showing employees paid, amount paid, description/components of payment, check number, salary, leave, and deductions.</i>	- Employee Leave Report	-OPA	4	Fed	29 CFR 1627.3	3		
		- Management Report for Overtime	-FISA		Fed	29 CFR 516.6	3		
					Fed	29 CFR 825.500	LV+3		
					NYC	NYCAC 12-108	n/s		
					NYS	12 NYCRR 142-2.6	6		
					NYS	CLNY-CSA 134	n/s		
					NYS	CLNY-L 191	n/s		
			NYS	CLNY-L 195	3				
							<u>Systems:</u> - PMS		

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No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
35	Payroll Records <i>Record of earnings, withholdings, and payroll payments to City employees, including overtime.</i>	- Paycheck Distribution Control Report - Payroll Data	-OPA	55	Fed	19 CFR 1627.3	3		
					Fed	29 CFR 1602.14	1		
					Fed	29 CFR 1602.31	2		
					Fed	29 CFR 516.5	3		
					Fed	29 CFR 516.6	2		
					Fed	29 CFR 825.500	LV+3		
					NYC	NYCAC 12-107	n/s		
					NYS	12 NYCRR 472.2	3		
					NYS	CLNY-L 191	n/s		
					NYS	CLNY-L 195	3		
NYS	CLNY-WC 131	4							
								<u>Systems:</u> - PMS	
37	Payroll Tax Reporting <i>Record of quarterly and annually reported payroll tax.</i>		-OPA	6	Fed	Rev. Proc. 2007-51	4		
					Fed	Rev. Proc. 98-26	n/s		
					NYS	20 NYCRR 2380.12	4		
					NYS	CLNY-T 674	n/s		
					NYS	CLNY-T 683	3/6		
					NYS	CLNY-T 697	3		
								<u>Systems:</u> - PMS	

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Records Retention Schedule

PROCESS Human Resources			SUBPROCESS Benefits		SUBPROCESS DESCRIPTION Administration of health, welfare, and pension benefit programs.				
RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
3	Annual Benefit Reporting <i>Includes annual reports and supporting documentation.</i>	- Annual Reports - Audit Reports	-NYCERS	6	Fed	26 CFR 301.6057-1	n/s		
					Fed	29 CFR 2520.103	n/s		
					Fed	29 USC 1024	n/s		
					Fed	29 USC 1027	ACT + 6		
					Fed	29 USC 1059	n/s		
					NYC	NYCAC 12-126	n/s		
					NYC	NYCAC 12-126.3	n/s		
								<u>Systems:</u> - NYCERS	
4	Benefit Plan Documents <i>Records related to COBRA, 401K, Defined Benefit, Management Plan, Flexible Spending Account Plan, Health Savings, Life Insurance.</i>	- Annual Valuations of Retirement Plans - Plan Documents for all Tiers of Retirement Plans - Plan Information for Health Plans offered by Multiple Insurers	-NYCAPS	LI+3*	Fed	29 CFR 1627.3	TE + 1		*LI = Life of plan
			-NYCERS		Fed	29 CFR 2550.403a-1	n/s		
					Fed	29 CFR 516.5	3		
					NYS	CLNY-CSA Appx 73.4	n/s		
					NYS	CLNY-CSA Appx 74.4	n/s		
					NYS	CLNY-CSA Appx 75.4	n/s		
5	Benefits Presentations and Newsletters <i>Information presented about City of New York employee benefit programs.</i>	- Employee Presentations - Monthly Newsletter	-NYCAPS	SU+3	NYS	CLNY-CPLR 203	s/l: 2		
			-NYCERS						
								<u>Systems:</u> - NYCERS	

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Records Retention Schedule

PROCESS Human Resources	SUBPROCESS Benefits	SUBPROCESS DESCRIPTION Administration of health, welfare, and pension benefit programs.
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RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues

6	Billing Reports <i>Monthly statements to retirees.</i>	<ul style="list-style-type: none"> - Monthly Statement to Inactives - Past Due Reports - Pension Calculations - Report to Support Eligible Participants 	-NYCAPS -NYCERS	7	Fed	29 CFR 2520.104b-1	n/s		
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7	Employee Benefit Files <i>Records associated with selection and ongoing coverage of employee benefits.</i>	<ul style="list-style-type: none"> - Back pay Notices - Beneficiaries Designation - Buyback Application - Buyback Verification Form - Change of Address - COBRA Forms - Employee Enrollment Documentation - HIPAA Forms - Loan Forms - Pension Calculations - Termination Notices 	-NYCAPS -NYCERS	TE+10	Fed	29 CFR 2520.104b 29 CFR 2520.104b-1 29 CFR 2590.701 29 CFR 4007.10 29 USC 1059 29 USC 1166 45 CFR 164.530 CLNY-CSA Appx 73.4 CLNY-CSA Appx 74.4 CLNY-CSA Appx 75.4 CLNY-CSA Appx 76.4	n/s n/s n/s 6 n/s n/s n/s n/s n/s		LI = Life of Disclosures
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Systems:
 - NYCAPS
 - NYCERS

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Records Retention Schedule

PROCESS Human Resources		SUBPROCESS Training		SUBPROCESS DESCRIPTION Planning and executing training offered to employees of the City of New York.				
RECORD SERIES			RETENTION POLICY*		AUTHORITY		OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other Comments /Issues
30	Training Administration and Scheduling <i>Manage records related to the scheduling, coordinating, and administering of employee training.</i>	- Schedules of Training - Training Rosters	-HR -DCAS	2				
29	Training Materials <i>Records related to the training of employees of the City of New York.</i>	- Training Content	-DCAS -HR	SU+5				

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Records Retention Schedule

PROCESS Human Resources		SUBPROCESS Financial Disclosures		SUBPROCESS DESCRIPTION Facilitation of the financial disclosure process by Human Resources. Note: Financial Disclosure records will be further explored upon review and categorization of the Conflict of Interest and Department of Investigations records at a later date.					
RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
32	Financial Disclosure Supporting Documents <i>Records relating to the initiation of the financial disclosure process, including the creation of the list of required employees to file and the preparation and faciliation of passing out the packets.</i>	- Financial Disclosure Employee List - Packet Sign-Out sheet - Receipt Rrovided for Returned Completed Packet - Request Sent to Employee	-HR	6	NYC NYC NYS	NYCAC 12-110 RCNY 53 1.10 19 NYCRR 930.5	TE+2 6 n/s		

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PROCESS Human Resources	SUBPROCESS Claims, Disputes, Complaints, and Disciplinary Actions	SUBPROCESS DESCRIPTION Manage claims, disputes, complaints, and/or disciplinary actions initiated by or against the City, including preliminary investigations, analysis and litigation, arbitration, or settlement.
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RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
8	Claims and Proceedings <i>Claims, complaints, and administrative proceedings alleged by or against the City of New York, including all filings, discovery, orders, and correspondance.</i>	- Correspondence	-HR	FR+55	Fed	29 CFR 1602.14	FR		Rem=Date of Removal
		- Disciplinary Action Appeals	-OATH		Fed	29 CFR 1627.3	FR		
		- Disciplinary Actions	-COI		Fed	29 CFR 2560.503-1	n/s		
		- Disputes/Claims	-OLR		Fed	29 CFR 825.500	FR + 3		
		- EEO Complaints	-DOI		NYC	NYCAC 12-104	n/s		
		- Grievances/Arbitrations			NYC	NYCAC 12-106	Rem+2		
		- Interim reports			NYC	NYCAC 12-113	n/s		
		- Notices			NYC	RCNY 60 1.01	n/s		
					NYC	RCNY 60 2.01	n/s		
					NYS	CLNY-CPLR 203	s/l: 2		
					NYS	CLNY-EL 296	n/s		
			NYS	CLNY-L 21	n/s				
			NYS	CLNY-L 537	n/s				
31	Ethics Complaints <i>Records related to complaints, including human rights and conflicts of interest complaints, initiated upon discovery or suspicion of violations of the new york city rules.</i>	- Complaint	-COI	FR+6	NYC	NYCAC 12-106	n/s		
		- Investigation report			NYC	RCNY 47 1.33	n/s		
		- Notice of Hearing			NYC	RCNY 47 1.52	n/s		
		- Notice of Reasonable Cause			NYC	RCNY 53 2.04	n/s		
					NYS	19 NYCRR 932.6	n/s		
					NYS	19 NYCRR 941.3	n/s		
					NYS	19 NYCRR 941.4	n/s		

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RECORD SERIES			RETENTION POLICY*		AUTHORITY			OTHER INFORMATION	
No.	Title /Description	Examples	Record Owner	Retention	Agency	Regulatory Citation	Retention	Other	Comments /Issues
26	Worker's Compensation <i>Manage records related to worker's compensation claims/complaints made by employees of the City, including preliminary investigations, analysis, and settlement, litigation or arbitration.</i>	<ul style="list-style-type: none"> - Correspondance - Decisions - Medical Notes/Evaluations - Notices - Payroll - Reports of Injuries 	<ul style="list-style-type: none"> -Worker's Compensation -HR 	18	<ul style="list-style-type: none"> NYC NYS NYS NYS NYS NYS 	<ul style="list-style-type: none"> NYCAC 12-127 CLNY-CPLR 203 CLNY-WC 110 CLNY-WC 123 CLNY-WC 131 CLNY-WC 25-a 	<ul style="list-style-type: none"> n/s s/l: 2 18 Inj+18/LP+8 4 Inj+7/Deat h/LP+3 	<ul style="list-style-type: none"> LP = Last Payment Inj = Injury 	

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