

**Diocesan Records Series:  
Personnel**

Record Series	Series No.	Description	Retention	Disposition
Background Checks	2015.038	Background checks conducted on all diocesan employees and volunteers in accordance with USCCB guidelines. Includes the DCFS CANTS forms.	5 years.	Destroy.
Employment Applications	2015.039	Record of application for employment. May contain: application, resume, application appraisal, skills tests, reference checks, rejection letters, etc.	3 years after hiring decision. (29 CFR 1627.3)	Destroy.
Employment Eligibility Verifications (I-9)	2015.040	Record mandated by Immigration Reform and Control Act of 1986. Used to verify eligibility of persons for employment. Should be filed separately from Personnel Files.	3 years after termination. (8 CFR 274a.2)	Destroy.
Job Descriptions	2015.041	Descriptions of tasks performed by employees. May be created by employee, agency head or Employee Services. One copy of job description should be filed in employee's Personnel File upon hire or change in position.	Until superseded.	Destroy.
Personnel Files	2015.042	Personnel files for lay employees. May include: employment applications, referral letters, vita information, letters of appointment, emergency cards, W-4 forms, evaluations, correspondence, etc. <b>Does not include payroll or pension records.</b>	3 years after termination. (29 CFR 1627.3)	Destroy.
Personnel Files (Office Copy)	2015.043	Agency copies of personnel records. May include: evaluations, resumes, correspondence, copy of the application, etc. <b>Does not include payroll-type information.</b> No record should be placed in a personnel file maintained by an agency that is not also included in the official personnel file kept at Human Resources. Any admonitions or discipline information must be forwarded immediately to the official personnel file in Human Resources.	1 year after termination. (29 CFR 1627.3)	Destroy.
Personnel Files: Teachers	XXX	See: School Schedules: Personnel Files: School Employees.	XXX	XXX
Volunteer Files	2015.044	File created for each person interested in volunteer work. May include: Volunteer information form, references, TB test results, criminal	<b>Volunteer Files:</b> Permanent.	Transfer to Archives.

Record Series	Series No.	Description	Retention	Disposition
		background checks, hour logs, etc.	<b>Inactive Applications:</b> (Volunteer did not actually serve.) 2 years after application becomes inactive.	Destroy.

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