

University of Colorado Denver

Human Resources Personnel Record Retention Guidelines

The University of Colorado Denver Human Resources is the official record keeper for personnel records for the following employment groups only:

CU Denver:

Regular Faculty/Clinical Faculty/Research Faculty (includes PRA's)
Officer
University Staff
Classified Staff

PLEASE NOTE: CU Denver schools/colleges/departments are the official record keepers of faculty.

Schools/colleges/departments are responsible for all other employment groups including:

Non-Tenure track (i.e. lecturers, instructors, etc.)
Post-Doctoral Fellows
Student Employees

General Record Retention Schedule for both campuses is as follows:

Personnel files	retain for 10 years after retirement or separation of employment
Search Materials	retained as part of Jobs@CU since 12/2006 and as part of CU Careers since 12/2015. Additional materials maintained in the school/college/department retain for 2 years after position is filled
Faculty Contracts	6 years after termination of contract and until no longer needed for reference

Leave Records/
Leave Requests

additional records outside of MyLeave will be maintained within school/college/department for 5 years after termination

Personnel Actions Forms (PAF)

used prior to July 2000 original PAF maintained in HR and school/college/departments

The University of Colorado Policy on Open Records Request may be found:

<https://www.cu.edu/ope/aps/2022>

https://www.cu.edu/sites/default/files/2022_Appendix-B.pdf

Required documents for Faculty files

- o Signed original letter of offer
- o Addendums to original letter of offer
- o Original signed faculty oath
- o Commendations
- o Contract of employment
- o Official transcript(s) of coursework
- o Reappointment, promotion and tenure forms or letters
- o Sabbatical requests and approvals
- o Letters regarding other appointments (e.g., chair, associate dean)
- o Letters regarding modification of appointments
- o Documents associated with enforcement of the “one-sixth” rule
- o Teaching evaluations
- o Documents associated with salary reviews, including salary equity reviews
- o Personnel recommendations or actions
- o Annual performance rating – open record form
- o Additional remuneration forms
- o Memorandums of Understanding affecting pay
- o Letters of recommendation/references should be kept in a sealed envelope and kept confidential
- o RTP – documents maintained in sealed envelope marked and kept confidential
- o Tenure review – documents maintained in sealed envelope marked and kept confidential
- o Promotion to professor review – documents maintained in sealed envelope marked and kept confidential

Required documents for University Staff files

- o Signed original letter of offer
- o Addendums to original letter of offer
- o Letters regarding modification of appointments
- o Documents associated with salary reviews, including salary equity reviews
- o Personnel recommendations or actions (including letters of instruction/direction/discipline)
- o Certification of staff outside employment/activities & conflict of commitment/interest
- o Annual performance rating – open record form
- o Letters of recommendation/references should be kept in a sealed envelope

Required documents for Classified Staff files

- o Signed original letter of offer
- o Addendums to original letters of offer
- o Social Security acknowledgement document (Form 1945)
- o Certification of staff outside employment/activities & conflict of commitment/interest
- o Application - job reallocation only. CU Careers maintains application for hires and promotions
- o Letters of recommendation, reference, commendation, etc., where requested by the employee or the University
- o Letters of recommendation/references should be kept in a sealed envelope
- o Documents associated with salary reviews, including salary equity reviews
- o Personnel recommendations or actions
- o Performance plan
- o Annual performance evaluation
- o Background notification letter
- o Corrective/disciplinary actions (including narrative information) unless rescinded by the Board, or a corrective action is removed by the appointing authority;
- o Work arrangement agreements (e.g., conditions of employment, flextime/flex place, work schedule)