



## Records Management Best Practices Personnel Records

The following best practices for personnel records were developed in consultation with the University's **Office of Human Resource Services (HRS)**. HRS is the official record custodian for the list of records below related to University employees outside University Hospital and the Long Island State Veterans Home, and said records for these employees should reside within HRS or in the authorized offices described below. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve **a legal, operational, or historic value**. Records subject to these standards include:

- Position Descriptions
- Resumes
- Employment Applications
- Offer Letters
- Appointment / Change Forms
- Oath of Office
- Demographic form
- Employee Training History
- Performance Programs / Evaluations
- Tuition Reimbursement Program Records
- Employee Attendance and Leave Records
- Eligible List Certification Files
- Recruitment Packages \*

Note: Hiring departments are responsible for maintaining and disposing of complete search packets in accordance with SUNY's Record Retention Schedule.

- Permanent Appointment/Tenure Files (See exceptions below)
  - (1) The Office of the Provost is the official record custodian for West Campus faculty tenure files
  - (2) The School of Medicine (SOM) Dean's Office is the official record custodian for SOM faculty personnel and tenure files
  - (3) The HSC Office of Administration & Finance is the official record custodian for Health Sciences Center (Schools of Dental Medicine, Health Technology and Management, Nursing and Social Welfare) faculty personnel and tenure files.

Copies of the following records for University employees outside University Hospital and the Long Island State Veterans Home **should not be held** by any department other than HRS:

- Tax forms / Employment Eligibility Verification Forms (Form I-9)
- Health Insurance Records
- Retirement Benefits Files
- Payroll Deduction and Direct Deposit Records
- Workers Compensation Files

**Note:** HRS retains these records for the statutorily mandated period. A department may ask for a copy of a supporting document by calling 631-632-1393 or by emailing HRS at [hqs\\_verify@stonybrook.edu](mailto:hqs_verify@stonybrook.edu)