

<p style="text-align: center;"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b>  <b>Standard Operating Procedures</b></p>		
<b>Policy Name:</b> Human Resources Records Management		
<b>Policy Number:</b> 104.02	<b>Effective Date:</b> 10/26/2017	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

The Georgia Department of Corrections (GDC) administers the records management program to establish efficient and economic control of all records. The program will conform to all pertinent provisions of the Georgia Records Act of 1972 and is applicable to all activities under the jurisdiction of the Board of Corrections. The objective of this program is to preserve records of continuing value either by maintenance or retirement and to destroy those which are no longer essential.

**II. Authority:**

- A. O.C.G.A. §§: 50-18-91, 50-18-93, and 50-18-94;
- B. State Personnel Board Rule: 478-1-.09;
- C. GDC Board Rule: 125-1-2-.02; and
- D. ACA Standards: 2-CO-1C-23, 1-CTA-1C-11, 4-4067, and 4-4068.

**III. Definitions:**

- A. **Retention** - The period of time the record or information must be kept.

**IV. Statement of Policy and Applicable Procedures:**

- A. Each activity will adhere to the procedures established by the Division of Archives and History of the University System of Georgia (Georgia Archives) for development and/or use of record retention schedules.
- B. Records must be discarded or destroyed only by approved retention schedules.
- C. Requests for Human Resource (HR) records made outside of the GDC for the purpose of litigation or for any reason other than employment with another state agency, which would precipitate the expedient transfer of the record, shall be made to Correctional Human Resource Management (CHRM) or to Legal Services.
- D. CHRM is the manager for all official HR records for employees, past and present, of the GDC and shall be the only authorized office for transmission of HR records to other state agencies upon transfer of employees.

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E. Retention Schedule:

Record Title	Description	Retention
Accident Reports	Reports of employee accidents and injuries; may include workers' compensation claims	4 years
Applications for Employment – Not Hired	Records documenting applications for job openings including, interview notes and materials, transcripts, background surveys, correspondence, etc.	2 years
Drug Testing Records	Records documenting the random testing of employees to include pre-employment and reasonable suspicion	2 years for negatives and cancelled drug tests  5 years for positive & refusals
Employee Assistance Program	Records documenting the referral and treatment of employees	5 years after employee completes the program
Employee Grievance Action Case Files	Resolution of employee complaints against supervisor or other employees	2 years after the complaint is filed or the case is resolved
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials	30 years after separation
Employee Personnel Files (Including new hire information and information gained during employment)	Records documenting an employee's work history with the agency	7 years after separation (Local personnel files - 2 years)
Equal Employment Opportunity Commission Complaints	Records documenting charges of discrimination filed against an agency	2 years or until final disposition of the charge or action
Equal Employment Opportunity Commission Reports	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years
Family Medical Leave Records	Records documenting extended absences from work by an employee under the FMLA provisions	3 years after separation
Georgia Commission on Equal Opportunity	Records documenting charges of discrimination filed against an agency	2 years or until final disposition of charge or action
Background Checks	Records documenting criminal or civil charges	Maintain original upon employment for length of employment;

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		maintain subsequent records until next inquiry is processed
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness	1 year after leave used
Leave Records	Records documenting hours worked, leave earned, and leave taken	3 years
Personal Leave Conversion	Records documenting converted personal leave request	1 year after leave is used
Workers' Compensation Claims	Records document employee accidents, injuries, and medical claims	4 years and settlement of all claims

**V. Attachments:**

None.

**VI. Record Retention of Forms Relevant to this Policy:**

None.