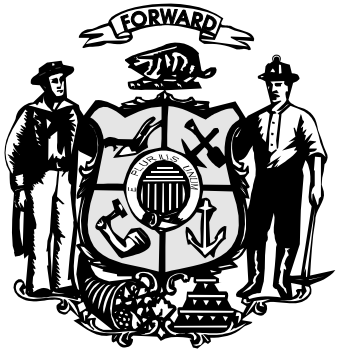
General Records Schedule

Human Resources and Related Records

Approved by the Public Records Board:

November 15, 2010



Revised: August 24, 2015

Expiration: November 15, 2020

For use by all units of Wisconsin Government at the State, County, and Municipal level

Scope

This general records schedule covers the human resource and related records of classified and unclassified employees of Wisconsin state agencies excluding faculty and academic staff positions within the University of Wisconsin System. This is the first major revision of the Personnel and Related General Records Schedule which was last approved by the Public Records Board for use by state agencies in July, 1999. Besides using the term human resource instead of personnel, this document makes changes to many record series based on changes to policies and practices in Wisconsin state government in the 11 years since the document was last released.

The broad categories within the document are:

- General Policies and Procedures related records
- Recruitment and Selection related records
- Classification and Compensation related records, including new series on Workforce Planning
- Workforce Management including new series on Workforce Reductions (layoffs and furloughs)
- Labor Relations and related records, including new series on Labor Management Cooperation Committee records
- Affirmative Action and Equal Opportunity related records, including new series on Diversity Awards
- Medical related records
- Employee Assistance (EAP) related records, including new series related to Wellness
- Training related records
- General Human Resource Administration related records

A companion document, Introduction to General Records Schedules-Boilerplate, June 2009, located at the Public Records Board web site (http://publicrecordsboard.wi.gov/), provides more information and guidance about the use of general records schedules by Wisconsin state agencies.

Confidentiality of Records: Some record series may contain confidential or restricted access records such as social security numbers. The schedule should identify any record series containing information required by law to be kept confidential or specifically required to be protected from public access, identifying the applicable state or federal statute or administrative rule. NOTE: Some, but not all personally identifiable information (PII) is confidential. At the same time, records not containing PII may be required by law to be kept confidential. The designation of a particular record series as "confidential" relates primarily to the general schedule's function in regulating the retention and disposition—including destruction—of the record series. In contrast, public access to records is determined by the Public Records law and not simply by the designation of confidentiality in a record schedule. If in doubt as to whether or not a specific record is confidential, check with legal counsel, either within your agency or by contacting the Attorney General's office.

Personally Identifiable Information: Wisconsin law requires authorities to identify specifically certain record series within a general records schedule that contain personally identifiable information (PII). The statute defines PII broadly as "information that can be associated with a particular individual through one or more identifiers or other information or circumstances." Wis. Stats. § 19.62(5). Despite this broad definition, Wis. Stats. § 16.61(3)(u), requires that record series within a schedule containing the following types of PII need not be identified as such: a) mailing lists; b) the results of certain computer matching programs; c) telephone or e-mail directories; d)record series pertaining exclusively to agency employees; and e) those relating to state agency procurement or budgeting. As to those record series identified as containing PII, the schedule should further indicate whether the PII is incidental to the primary purpose for which the record series is created. Additional information and definitions of key terms relating to PII are provided at http://itsecurity.wi.gov/. If in doubt as to whether a specific record series contains PII, check with agency legal counsel, either within your agency or by contacting the Attorney General's office.

Specifically Related to Human Resource Records Access: Under the Wisconsin Open Records Law (Wis. Stats. 19.31 to 19.39), records custodians are required to provide the public with copies of public records as soon as practicable and without delay unless there is a legitimate reason for non-disclosure. Records custodians must consider the presumption of disclosure, recognized statutory or law exceptions and perform the balancing test to determine disclosure of records. Exceptions may require non-disclosure of the records in full or a redaction of PII within the record.

Superseded Record Series - were included in the July, 1999 schedule but are now either consolidated into another record series in the revised document or superseded by one of the other State of Wisconsin General Records Schedules.

Closed Record Series - were included in the July, 1999 schedule but are now closed due to the fact that the activity referenced by the records is no longer being performed.

Records related to certain functional areas that work closely with human resource functions are not included in this document since they are covered in separate General Records Schedules. These include:

- Payroll and Benefits related, Payroll and Related Records,
- Position Management and Control related, Budget and Related Records,
- Workers Compensation and Workplace Injuries related, Workers Compensation and Related,

The current versions of these schedules are available on the Public Records Board web site:

This retention schedule applies to records in all media. Agencies should be aware of the requirements in Administrative Rule 12 if they plan to rely on the digital version of HR records as the official public record.

In particular, agencies are cautioned about destroying records at the end of the required retention time period if:

- records are required for a financial or performance audit;
- records are relevant to an existing, pending, or impending legal proceeding
- a relevant public records request has been received and not completed;
- a revised retention schedule is under development that would extend the retention time period.

Wisconsin Document Depository Program: § 35.83 Wis. Stats., as amended by 1991 Wisconsin Act 285, require Wisconsin state agencies to send copies of their publications, regardless of format, to the Wisconsin Reference and Loan Library for distribution to libraries through the Wisconsin Document Depository Program. The Wisconsin Document Depository Program collects and distributes state publications in print and electronic formats to Wisconsin libraries; preserves and makes available a record of major state government programs; and assures the availability of state publications for use by the public throughout Wisconsin now and in the future. For more information, email statepublications@dpi.wi.gov.

Electronic State Publications: Many state publications are now born-digital, that is, published only on the Web. Electronic publications are collected and preserved as part of the Wisconsin Document Depository Program; URLs to state publications published electronically on Wisconsin State Agency websites should be emailed directly to statepublications@dpi.wi.gov as a way for state agencies to fulfill the statutory obligation to participate in the Wisconsin Document Depository Program.

Unless specified otherwise, each category covers official records maintained by Office of State Employment Relations (OSER) and state agency Human Resource (HR) Offices.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
General Policies and Procedures							
HR000001	**NEW Series**	**Policies and Procedures Relating to State HR Operations**	Established policies and high level procedures associated with HR operations as established by OSER and agencies with delegated authority to perform specific HR operations.	Event + 7 years and then destroy Event is the date the policy or procedure is superseded or made obsolete	No	No	OSER Wisconsin Human Resources Handbook OSER Policy Bulletins DOT Transportation Administrative Manual (TAM) Note: Procedures under this RDA have typically gone through a vetting process and are intended to support the agency's policies in a direct manner. This RDA does not necessarily include worker instructions which may be viewed as task-specific directions used to ensure compliance with policies and procedures.
HR000002	**PERS019 PERS040 PERS045**	**Delegation Agreements**	Formal agreements between OSER and state agencies delegating authority for certain HR-related activities from OSER back to agency HR offices. Also includes MOU between UW System Administration and OSER relating to HR related functions delegated to the UW System.	Event + 5 years and then destroy Event is the date of new signed agreement	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			Reference: HR Handbook Chapters 248 and 300				
HR000003	**PERS020** **PERS041**	**Delegation Performance Audits**	OSER staff audits of agency HR offices performance of personnel practices, per established OSER policies and procedures and per the terms of the specific delegation agreement. Agency responses and recommended actions required to maintain delegation from OSER.	Event + 3 years and then destroy Event is the date of the final audit report	No	No	
Recruitment and Selection Records							
HR000011	**PERS002**	**Request to Staff Positions**	Forms or systems processes to begin to staff a position.	Event + 4 years and then destroy Event is the date the request is approved or denied	No	No	OSER-DMRS-34 form or equivalent which provides internal agency and DOA approval to staff positions, if required. Dept. of Corrections and Dept. of Children and Families PIVS System
HR000012	**PERS003**	**Job Announcements**	Listings of positions (permanent, project and LTE) under recruitment by state agencies maintained by OSER or state agencies. These job listings originate in WISC.Jobs, the official website for Wisconsin jobs, but they can also come from OSER Job Bulletins or agency standalone recruitment announcements.	Event + 4 years and then destroy Event is the date of completion recruitment or agency	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			wiscERS is the system used to announce open positions to current state employees who are at risk of layoff, have been laid off, or are included in the state Injured Worker Program.	decision to no longer recruit for the position			
HR000013	**PERS004** **PERS005** **PERS006** **PERS018**	**Recruitment/Exam Folder**	Contains the position description, job announcement, Recruitment Activity Plan (RAP), exam plan, Adverse Impact Analysis, exam, benchmarks, employment applications, score sheet, raters, oral board members, rater remarks, advertisements, correspondence with applicants, test administration related documents, and request to reuse/reactivate an existing register.	Event + 4 years and then destroy confidential Event is the close of recruitment for the specific position or recruitment (for group hires)	Yes	Yes – Wis. Stat. 19.36 (10)	Some agencies may combine the Recruitment/Exam Folder and the Register/Certification Folder.
HR000014	**PERS007**	**Register/Certification Folder**	The register/certification folder contains the list of individuals who took and passed an exam and those certified for further consideration. The certified list is used to conduct additional screens or interviews for a particular job/vacancy. Upon conclusion of the interviews, the certified list is updated with the Reports of Action on each candidate's status (i.e., Selected, Not Selected, Not Interested, Failed to Respond, etc.).	Event + 4 years and then destroy confidential Event is the close of recruitment for the specific position or recruitment (for group hires)	Yes	Yes – Wis. Stat. 19.36 (10)	
HR000015	**NEW Series**	**Appeals for all Types of Staffing Decisions**	Appeals of all types of staffing decisions. OSER's Office of Legal Counsel maintains official file for non-delegated staffing appeals, and	Event + 7 years and then destroy confidential Event is the	Yes	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			agency legal counsel maintains official file for delegated staffing appeals.	close of appeal by settlement or end of court case			
HR000016	**PERS008**	**Interview Documentation**	Copies of interview questions, interview notes and evaluations, resumes, work simulation tests and scores, reference checks, and any other related information used in evaluation of applicants.	Event + 4 years and then destroy confidential Event is the date of hire	Yes	Yes – Wis. Stat. 19.36 (10)	
HR000017		**Criminal Background Checks and Fingerprint Documentation**	Criminal background checks and fingerprint documentation for all candidates and hires in those situations where an agency chooses or is required to perform such checks. These checks must be performed in accordance with Chapter 246 of the Wisconsin Human Resources Handbook. These records should NOT be kept in the P-file.	Event + 6.5 years and then destroy confidential Event is the date report is received See Section 246.060 (8) of the HR Handbook	Yes	Yes – Wis. Stat. 19.36 (10)	The practical impact of the 6.5 year retention is that all recruitments requiring criminal background checks have a longer retention.
HR000018	**PERS009**	**Documentation After Hire**	Written Hiring Reason for Classified and Project Appointments or equivalent forms to comply with ss. 230.21 (1m)(b), 230.25 (1p), and 230.27(2K), Wis. Stats., and related instructions.	Event + 4 years and then destroy confidential Event is the date of hire	Yes	Yes	Form OSER-DAA-11
HR000019	**PERS010**	**Annual Summary Report to OSER on Hires**	Agency yearly summary and OSER statewide summary report on Written Hiring Reason for Classified and Project Appointments to comply with Wis. Stats. 230.21 (1m)(b), 230.25 (1p), and 230.27(2K) and related instructions.	Creation + 5 years and then destroy confidential	Yes	Yes	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000020	**PERS011**	**LTE Request/Reports**	LTE Request form or equivalent. Reference: HR Handbook Sections 227.040 and 224.150	Event + 1 year and then destroy confidential Event is the last day on payroll	Yes	Yes	Form OSER-DMRS-50
HR000021	**PERS012**	**Requests and Related Records for Permissive Reinstatement, Contractual Transfers, Non-Contractual Transfers, Voluntary Demotions**	Requests and related records from individuals with eligibility under the civil service system for consideration of changes in their employment status.	Event + 4 years and then destroy confidential Event is the date of response	Yes	Yes	
HR000022	**PERS013**	**Unsolicited Resumes and General Expressions of Interest in Employment**	Includes interest in permanent, project, or limited term positions.	Creation + 6 months and then destroy confidential	Yes	No	
HR000023	**PERS014**	**Resume Banks**	A file of candidates interested in employment in the Wisconsin Civil Service which might be maintained for a variety of purposes including promotion of affirmative action goals.	Creation + 6 months and then destroy confidential	Yes	No	
HR000024	**PERS015**	**Appointment Letters**	Written offer of employment stating pay, start date, benefits, if any, and other relevant information.	Event + 8 years and then destroy confidential Event is the termination date of state service	Yes	No	Appointment letters should be placed in the employee's official Personnel file.

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HR000025	**PERS016**	**Non-Select Letters or Emails**	Non-select letter to each applicant who interviewed or were considered but not hired.	Event + 1 year and then destroy confidential Event is the end of recruitment	Yes	Yes	
HR000026	**PERS017**	**Federal I-9 Forms**	Federal form to document that the employer checked immigration status of hires. The Federal Immigration Reform and Control Act of 1986 (IRCA), requires all employers to verify the employment eligibility of employees hired after November 7, 1986. See Wisconsin Human Resources Handbook Chapter 220	Event + 3 years (after date of hire) or 1 year after termination, whichever is longer, per USC 13248, and then destroy confidential	Yes	Yes	
HR000027		**Selective Service Eligibility Verification Related Records**	Documentation of Verification of Selective Service System registration prior to an initial appointment to a state of Wisconsin position as required by Wis. Statute Section 230.143.	Event + 4 years (date of the appointment) and then destroy confidential	Yes	Yes	Appointing authorities may choose to use the selective service web application at: https://www.sss.gov/regver/wfverification.aspx in which a candidate's registration status can be verified. Selective service registration can be documented by printing out the confirmation of the applicant's registration status. A copy of the check that is performed on an applicant who is hired may be placed in the employee's official personnel file (see HR000190).

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Classification and Compensation and Related Records							
HR000040	**PERS055**	**Agency Requests and OSER Action on Creating Classifications**	Agency requests and OSER action on requests to create new classifications. Includes placement of classification into an appropriate pay schedule and range, which will determine if the position is a Career Executive position. Also includes related reports.	Event + 3 years and then destroy Event is the date of OSER approval or denial	No	No	PERS055 was the Senior Manager Program which was similar to the placement of positions in the Career Executive Program.
HR000041	**PERS021**	**Request and Decisions for Reclassification of Civil Service Positions**	Agency or individual justification and analysis forms or equivalent, current and prior position descriptions, related forms, official organization chart, and related material.	Event + 3 years and then destroy confidential Event is the date of final decision, *not* the effective date of the transaction	Yes	Yes	Form OSER-DLCR-37, (Reclassification Request); OSER-DLCR-10 (Position Description) The official notification of all reclassification actions should be placed in the employee's official Personnel file.
HR000042	**PERS025** **PERS026**	**Reallocations of Civil Service Positions**	Agency or individual justification and analysis forms or equivalent, current and prior position descriptions, related forms, official organization chart, and related material.	Event + 3 years and then destroy confidential Event is the effective date of the transaction	Yes	Yes	Form OSER-DLCR-122 (Reallocation Notice); OSER-DLCR-10 (Position Description) The official notification of all reallocation actions should be placed in the employee's official Personnel file.
HR000043	**PERS028**	**Agency Reorganization Requests and OSER Approval of Classification-Levels after DOA Approval of the Reorganization**	Agency requests to restructure internally. Sometimes these are approved by legislative action and sometimes they are the result of gubernatorial and agency head decisions. OSER is responsible for monitoring	Event + 2 years and then destroy Event is the date reorganization is officially	No	No	See related series in the Administrative General Records Schedule, ADM00018, for approval of reorganizations.

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			the impact of reorganizations on civil service positions. Includes agency request, justification and OSER formal action.	implemented			
HR000044	**NEW Series**	**Agency Requests and OSER Decisions on Changes to Employing Unit Structure**	Agency requests and OSER decisions on changes to established employment unit structures within an agency.	Event + 2 years and then destroy Event is the date of approval or denial of new employing unit structure	No	No	
HR000045	**PERS029**	**Position Description and Related Forms and OSER Approval, where appropriate**	The Position Description is a structured and multi-purpose document used to describe the primary duties and responsibilities assigned to a position and for: 1. Recruitment and selection of employees. 2. Assignment of work to a classified position. 3. Employee orientation. 4. Determination of the classification. 5. Development of performance evaluation goals and standards. 6. Identification of training and development needs. 7. Identification of physical job duty requirements. Certain positions may require additional documents to be included as part of the Position Description, such as a Supervisor Exclusion Analysis Form, Confidential Exclusion Analysis Form or a	Event + 8 years and then destroy confidential Event is the termination date of state service	Yes	Yes	Forms: OSER-DMRS-11 (Position Description); OSER-DCLR-084 (Supervisory Exclusion Analysis); OSER-DCLR-085 (Management Exclusion Analysis); OSER-DCLR-086 (Confidential Exclusion Analysis)

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			Management Exclusion Analysis Form. The initial and updates to position descriptions are to be maintained in the employee's official Personnel file.				
HR000046	**PERS031**	**Position Classification Specifications – OSER only**	**Position Classification Specifications** OSER maintains older versions of current class specifications as well as obsolete (discontinued) class specifications.	Event + 15 years and then destroy for both types of non-current class specifications Event is the date a specification is discontinued or updated	No	No	Agency copies are for reference only.
HR000047	**PERS032** **PERS033**	**Classification Surveys – Working Papers, Reports and Results**	Survey reports and related working papers with classes created and abolished and the resulting OSER bulletins.	Event + 6 years and then destroy Event is the implementation date of survey	No	No	Delegated agencies should send a copy of all completed class surveys to OSER.
HR000048	**PERS034**	**Appeals – Reclassifications, Reallocations, Classification Survey and Status of Positions as a Protective Occupation**	Appeals of these four types of personnel transactions. OSER Office of Legal Counsel maintains official file for non-delegated appeals, and agency legal counsel maintains official file for delegated appeals.	Event + 7 years and then destroy confidential Event is the close of appeal by settlement or end of court case	Yes	No	

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HR000049	**PERS035**	**Approval of Classification as a Protective Occupation Participant (POP) under the Wisconsin Retirement System**	Protective occupations have special benefits under the Wisconsin Retirement System. These records document agency requests to have classifications identified as a protective occupation.	Event + 7 years (due to ability to request retroactive application of protective occupational status for up to 7 years) and then destroy confidential Event is the date of approval or denial of the request	Yes	Yes	
HR000050	**PERS036** **PERS037**	**Fair Labor Standards Act (FLSA) Formal and Informal Complaint Files-Working Documents and Summary Documents**	Records include allegations of violations by state agencies of FLSA and state investigation, and results of such investigation and remedial action, if appropriate. Formal lawsuit case files are maintained at the Department of Justice.	Event + 5 years and then destroy confidential Event is the date of determination or decision of the complaint	Yes	Yes	State agencies have the primary responsibility for maintaining these records.
HR000051	**PERS038**	**FLSA Status Requests**	Requests from agencies to determine if individual positions are exempt or non-exempt under FLSA.	Event + 3 years and then destroy confidential Event is the date of determination	Yes	Yes	FLSA status requests and resulting decisions should be placed in the employee's official personnel file for the length of the employee's career in state service.

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HR000052	**PERS039**	**Review of Positions for Placement in Executive Salary Groups (ESG)**	OSER review of position description for placement in the ESG. Also includes requests to change ESG designation of specific positions in the statutes.	Permanent	No	No	Notification of results of ESG reviews should be placed in the employee's official Personnel file. It is necessary for both OSER and the state agency to maintain a historical file on ESG reviews.
HR000053	**PERS042**	**Agency Requests to Raise the Minimum Rate for a Classification**	Agency requests to raise the minimum rate for classifications in order to match market conditions for certain types of positions.	Event + 3 years and then destroy Event is the last effective date of labor agreement or compensation plan, whichever applies	No	No	
HR000054	**PERS043**	**Agency Requests to Hire Above the Minimum (HAM)**	Agency requests to hire above the minimum rate for recruitment, in order to address the need for unusual qualifications or attract applicants with above the minimum qualifications (over and above what is normally required at the entry level for the classification). Applies to both delegated and non-delegated agencies.	Event + 3 years and then destroy Event is the last effective date of labor agreement or compensation plan, whichever applies	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000055	**PERS044**	**Accretions and Conversions**	Requests for change in positions from classified civil service, such as UW academic staff and vice versa. Conversions and accretions are not appealable to the Personnel Commission.	Creation + 3 years and then destroy	No	No	UW Personnel Office should maintain employee questionnaires and OSER approvals or denials in the employee's official Personnel file.
HR000056	**PERS048**	**Biennial Compensation Plan for Non-Represented Employees – OSER only**	Includes preliminary proposals, public hearings, and the final proposal presented to the Joint Committee on Employment Relations. A similar set of documents exists for every recommendation for a modification or amendment made during the biennium. Once approved the comp plan is updated and replacement pages issued during the biennium.	Permanent	No	No	One complete set of comp plans should be retained permanently for use in reclass, pay on reinstatement, and pay on restoration computations. Agency copies are for reference only. The Legislative Joint Committee on Employment Relations also has these records.
HR000057	**PERS049**	**Moving and Lodging Expense Reimbursement**	Requests for moving and lodging requests as a result of recruitments or personnel transactions of current state employees. There is permissive authority for hiring authorities to request and OSER approve such reimbursement subject to established maximum amounts. Some agencies have delegated authority to approve these reimbursements; all others must be approved by OSER.	Event + 3 years and then destroy confidential Event for both is the date of approval or denial	Yes	Yes	

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HR000058	**PERS052**	**Alphabetical Listing of Classifications – OSER Only**	A listing of all classifications and associated data (e.g. class code, schedule, pay range) in the civil service system, current as of certain date. This is a reference document created by OSER.	Creation + 10 years and then destroy	No	No	Agency copies are for reference only.
HR000059	**PERS136**	**Nominations for Compensation Awards**	Required form or memo requesting that employees be considered for DCAs and equity pay awards. Forwarded with rationale to the HR office through the established chain of command. Includes award notification for those individuals receiving awards.	Event + 3 years and then destroy confidential Event is the date of approval or denial of the award	Yes	Yes	Form OSER-DCLR-4 Previously called Exceptional Performance Awards (EPAs). Currently called Discretionary Compensation Awards (DCAs).
HR000060	**PERS054**	**Compensation Awards and Related Reports**	Reports on agency DCAs, pay upon appointment, and award distribution, per OSER policies and procedures.	Creation + 3 years and then destroy confidential	Yes	Yes	Previously called Exceptional Performance Awards (EPAs). Currently called Discretionary Compensation Awards (DCAs).
HR000061	**PERS056**	**Labor Market Surveys**	State conducted and proprietary wage surveys and ad hoc wage surveys. Includes working papers, and labor market survey responses.	Event + 5 years and then destroy confidential Event is the survey conclusion	No	No	Survey documents and analysis materials (e.g., SAS data sets, printouts).

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HR000062	**PERS061**	**Compensation Tables and Special Reports - OSER only**	Payroll statistical reports include Tables (Big 10, Hr. & $, Little 10, etc.) Tables 1, 5, 6, 7, 8 and 10, and special reports. Big 10 tables provide payroll information on classifications. Little 10 tables and leave reports provide information on leave utilization and various additional compensation tools. These tables, along with special reports that are generated, are used in planning and during collective bargaining.	Creation + 15 years and then destroy confidential	No	Yes	
HR000063	**PERS062**	**Hours and Dollars Reports — Monthly - OSER only**	Report generated from DOA Central Payroll and used by OSER in classification and survey analysis and for completion of the Annual Census of Governments Report.	Creation + 4 years (12 monthly reports then January, July, and October for Next 3 years) and then destroy confidential	No	Yes	
HR000064	**PERS066**	**Compensation Reserve Development, Reports and Documentation – OSER only**	OSER is responsible for the development of the compensation reserve recommendation that is submitted, with the approval of OSER to the DOA State Budget Office. This recommendation is reviewed during the development of the Governor's biennial budget and will be the compensation and benefit package resulting from collective bargaining and the non represented plans (UW and classified), increases in health insurance premium costs,	Creation + 6 years and then destroy confidential	No	Yes	

			LOSP, and other related items. OSER is responsible for monitoring and reporting on the status of the reserve and providing counsel on adjustments to be made.				
HR000065	**PERS067**	**Cost Analysis of Economic Proposals During Collective Bargaining - OSER only**	Although the official collective bargaining files are maintained by OSER, the Compensation Research Unit has responsibility for developing and computing the economic proposals and union economic demands during collective bargaining. The files consist of analysis of the economic component of issues raised during bargaining.	Creation + 8 years and then destroy confidential	No	Yes	Agencies should submit historical materials to OSER prior to destruction; See HR000102.
Workforce Management							
HR000080	**PERS060**	**Workforce Planning and Fact Book - OSER only**	A reference document prepared by OSER as a resource on demographics of classified state employees. This report is used to perform trend analysis.	Permanent	No	No	Agency copies are for reference only. Previous title - Demographic and Payroll Statistics of Wisconsin Classified State Employees (Publication).
HR000081	**NEW Series**	**Agency Level Workforce Plans**	Agency level workforce plans submitted to OSER in accordance with Governor's directive.	Event + 10 years and then destroy Event is the date the plan is finalized and adopted by the agency	No	No	
HR000082	**NEW Series**	**Agency Action and Project Plans Related to Workforce Planning**	Action and project plans maintained by state agencies relating to workforce planning. Action plans detail the steps that will be taken to address issues identified through the workforce planning process. The project plan is an outline of how to complete the process.	Event + 10 year and then destroy Event is the date the action and/or project plan is finalized and adopted by the agency	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000083	**NEW Series**	**OSER Workforce Planning Guide and Summary of Agency Workforce Plans - OSER Only**	Statewide summary report of agency submitted workforce plans and related planning materials prepared by OSER to assist state agencies.	Event + 10 years and then transfer to the Wisconsin Historical Society Event is the date the report is issued or new guideline is finalized	No	No	
HR000084	**PERS140**	**Employee Layoff Records**	Layoff records could include notice of at risk status or impending layoff; all union/individual notices; copy of the layoff plan to include organization charts, if appropriate; any other documents that details or explains the layoff as it affected the employee. Other documents could include seniority lists, referral to other positions, and documentation that a reasonable offer was made and either accepted or turned down.	Even + 6 years and then destroy confidential Event is the effective date of the layoff	Yes	Yes	
HR000085	**NEW Series**	**OSER Policies, Procedures and Informational Resources for Implementing Workforce Reductions (Layoff and Furlough)**	Includes policy guidance issued by OSER to state agencies concerning implementation of reduction of work hours (layoff and/or furlough) by state employees. May include Questions and Answers to common questions, process/procedures for implementation of layoff or furlough, and specific OSER responses to agency questions.	Event + 6 years and then transfer to the Wisconsin Historical Society Event is the date the policy or procedure is superseded or made obsolete	No	No	Note: Procedures under this RDA have typically gone through a vetting process and are intended to support the agency's policies in a direct manner. This RDA does not necessarily include worker instructions which may be viewed as task-specific directions used to ensure compliance with policies and

							procedures.
RDA Number	**Previous RDA Number**	**Record Series Title**	**Description**	**Minimum Retention and Disposition**	**PII**	**Confidential**	**Use Case/Example**
HR000086	**NEW Series**	**State Agency Policies and Procedures for Implementing Layoff and/or Furlough**	Policies and procedures developed by state agencies to implement layoffs and furlough plans. May include answers to common questions, process/procedures for implementation and related correspondence in the agency.	Event + 6 years and then destroy Event is the date the policy or procedure is superseded or made obsolete	No	No	
HR000087	**NEW Series**	**State Agency and UW System Layoff and Furlough Plans**	Agency layoff plans are submitted for review and approval by OSER. Furlough plans are required by Governor's Executive Order #285 to be submitted and approved by OSER. Includes the final plans as well as any correspondence between the agency and OSER prior to final approval.	Event + 6 years and then destroy Event is the date the specific plan is approved by OSER	No	No	
Labor Relations and Related Records							
HR000100	**NEW Series**	**Labor Management Cooperation Committee Related Records**	Agendas and meeting minutes of the statewide and any agency wide labor management cooperation committees.	Event + 5 years and then transfer to the Wisconsin Historical Society Event is the date the meeting minutes are approved	No	No	Retention based on Boards Councils, and Commissions RDA ADM00025 in the Administrative General Records Schedule
HR000101	**NEW Series**	**OSER Materials relating to Labor Management Cooperation - OSER Only**	This series includes, but is not limited to, statewide documents from the State of Wisconsin Working Together website, such as current and past issues of the Working Together newsletter, project announcements, calendar of events and descriptions of best practices.	Creation + 5 years and then destroy	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000102	**PERS079**	**Bargaining Unit Master Agreements Case File - OSER Only**	Records related to contract language and interpretation of labor agreement language for individuals that bargain with the state. Includes bargaining notes, analysis of union proposals, and related materials on development of state positions on labor agreements.	Event + 10 years and then transfer to the Wisconsin Historical Society Event is whichever is later - the date the signed labor agreement is enacted into law or the date of the labor agreement implementation	No	Yes	
HR000103	**PERS080**	**Significant Collective Bargaining Policy Issues - OSER only**	Contains the first agreement with the major unions, significant union management issues, such as issues related to strikes, unfair labor practices, etc. that have continuing reference value. Material may be added from Bargaining Unit Master files.	Permanent	No	Yes	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000104	**PERS081**	**Agency Collective Bargaining and Labor Agreement Administration Case File**	Records related to contract language and interpretation of labor agreement language, usually maintained by an agency Human Resource office.	Event + 10 years and then transfer to the Wisconsin Historical Society Event is whichever is later - the date the signed labor agreement is enacted into law or the date of the labor agreement implementation	No	No	
HR000105	**PERS082**	**Local Union Agreements**	Records between state agencies and union locals on local issues, such as scheduling overtime and scheduling of vacation.	Event + 5 years and then destroy confidential Event is the date local agreement is superseded or expired	No	Yes	
HR000106	**PERS083**	**Grievance Arbitration Case Tracking System - OSER only**	Case files and database systems used to track grievance arbitrations from receipt through case resolution. Includes grievant name and names of other parties (e.g., state agencies, supervisor, arbitrator, union representative), case summary, case chronology, decision/resolution and remedy, if any.	Permanent	Yes	No	Agency copies are for reference only.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000107	**PERS084**	**Signed Labor Agreements - OSER Only**	Master labor agreement for each bargaining unit for each biennia. Used as an ongoing reference document. Includes multiple copies of current labor agreements.	Permanent	No	No	All other copies of labor agreements are publications and therefore are non-records. They should be destroyed when no longer needed. Usually when superseded by new labor agreements. Agency copies are for reference only.
HR000108	**PERS086**	**Union Member or Group Grievances, Appeals to Arbitration, and Non-Precedential Arbitration Decisions**	File includes completed employee contract grievance report form or equivalent, and related records.	Event + 5 years and then destroy confidential Event is the date grievance is resolved	Yes	No	Form OSER-DCLR-25 If arbitration decision is precedential, records are permanent and must be kept according to RDA088. Also significant grievances that set precedents should be placed in the agency Collective Bargaining and Labor Agreement Administration case file. (See HR000104)
HR000109	**PERS088**	**Arbitration Decisions - Precedential**	These are the arbitration decisions that set precedents for collective bargaining.	Permanent	Yes	Yes	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000110	**PERS137**	**Non-Represented Employee Grievances, Appeals** **(See HR000108 for Union Member Grievances)**	A written complaint requesting relief in an employment matter for which the department has the ability to make the change. Many departments have specified grievance forms. The grievance should note the subject and contain a clear and concise statement of the grievance by indicating the issue involved, the date the incident took place, and the relief sought.	Event + 5 years and then destroy confidential Event is the date grievance is resolved Significant grievances that set a precedent should be placed in an agency grievance case file	Yes	Yes	Form OSER-DCLR-101
HR000111	**PERS138**	**Agency Grievance Case File**	An electronic system or mechanism to track the grievances filed by employees in an agency. Tracking systems may include information about the grievant, contractual language being grieved, relief sought, grievance response, status of grievance and potential arbitration results.	Event + 5 years and then destroy confidential Event is the date grievance has final disposition or is closed	Yes	Yes	
HR000112	**PERS139**	**Employee Discipline Related Records (Represented and Non-Represented) – Investigatory Meeting Minutes and Verbal Reprimands**	When employees consistently fail to meet minimal performance standards or violate department work rules or state law, discipline may be administered. The following levels of discipline exist: verbal reprimand; written reprimand; suspension with or without pay; and termination.	Creation + 1 year and then destroy confidential	Yes	Yes	All discipline should be preceded by an investigatory meeting. Documentation of investigatory meetings including minutes and notes should **not** be included in the employee's official Personnel file.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000113	**PERS139**	**Employee Discipline Related Records (Represented and Non Represented) – Written Reprimand, Suspension with or without Pay and Termination**	When employees consistently fail to meet minimal performance standards or violate department work rules or state law, discipline may be administered. The following levels of discipline exist: verbal reprimand; written reprimand; suspension with or without pay; and termination.	Event + 5 years and then destroy confidential Event is the date of the incident or work rule(s) violation	Yes	Yes	
HR000114	**PERS089**	**Personnel Related Litigation Case Files**	Cases not resolved through arbitration where the state is party to lawsuit. The Department of Justice represents the state in court with OSER and agency legal counsel sometimes acting as Co-Counsel. Civil litigation case files maintained at the Department of Justice.	Event + 5 years and then destroy confidential Event is the date the case is closed	Yes	Yes	
HR000115	**PERS091**	**Union Management Meetings**	Documentation of union and management meetings from the management perspective. See Article XI, Sections 2 and 3 of WSEU labor agreement or comparable sections of other labor agreements.	Creation + 5 years and then destroy confidential	No	Yes	May also be filed as part of OSER Bargaining Unit Case File or Agency Collective Bargaining and Labor Agreement Administration Case File.
HR000116	**PERS068**	**OSER-Formal Documentation with the Joint Committee on Employment Relations (JCOER) - OSER only**	Meeting requests, notices, collective bargaining contracts, fiscal estimates, compensation plan and amendments, meeting summaries, motions and correspondence.	Permanent	No	No	Agency copies are for reference only.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
Affirmative Action and Equal Employment Opportunity Related Records							
HR000130	**PERS092**	**Council on Affirmative Action Annual Report - OSER Only**	Annual report, published each December, containing the goals and accomplishment of the council. The council per ss. 230.46, Wis. Stats., advises OSER, evaluates affirmative action programs throughout the civil service system, seeks compliance with state and federal regulations, and recommends improvements in the state affirmative action program.	Creation + 10 years and then transfer to the Wisconsin Historical Society	No	No	Agency copies are for reference only.
HR000131	**PERS093**	**Council on Affirmative Action Meeting Minutes - OSER Only**	This record series includes agendas, meeting materials, exhibits, and related material for each council meeting. OSER maintains the official records for the council. The council usually meets quarterly.	Creation + 10 years and then transfer to the Wisconsin Historical Society	No	No	Agency copies are for reference only.
HR000132	**NEW Series**	**Diversity Awards**	Nominations and awards presented by OSER and the State Council on Affirmative Action to honor agencies and programs/initiatives which exhibit best practices in EEO/AA/diversity.	Creation + 5 years and then destroy	No	No	
HR000133	**PERS094**	**Affirmative Action Report for Wisconsin State Government - OSER only**	A report prepared for the Governor, Legislature, and state agency heads, detailing the status of state affirmative action program accomplishments. Derived from state payroll data.	Creation + 10 years and then transfer to Wisconsin Historical Society	No	No	Agency copies are for reference only.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000134	**PERS095**	**State Agency and UW System Equal Employment Opportunity/ Affirmative Action Plans (EEO/AA)**	Affirmative Action plans for each state agency and each unit of the UW System. Required by s. 230.04(9), Wis. Stats. Plans describe agency AA plans for periods of time from 2 to 3.5 years. OSER monitors agency efforts to comply with EEO/AA standards contained in the guidelines for the development of their plans. See HR000135. Each agency has an AA plan development case file. This contains policy-related items and related work papers that are developed for possible inclusion in the final agency AA plan.	Creation + 3 years and then transfer to Wisconsin Historical Society	No	No	Copies for UW Institutions should be sent to each UW institution archives.
HR000135	**PERS096**	**Compliance Reviews of State Agency and UW Institution AA Plans**	OSER may perform compliance reviews of agency AA activities. The reviews assess agency mechanisms to achieve the AA-related goals established in the agency AA plans. This series includes: working papers, draft report, final report, and agency responses to OSER recommendations.	Creation + 3 years and then destroy confidential	No	Yes	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000136	**PERS098**	**Federal EEOC-4 Report (Equal Opportunity Office) Report for the State of Wisconsin - OSER only**	A report prepared by OSER for the state of Wisconsin and submitted to the federal EEOC under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, all state and local governments that have 15 or more employees are required to keep records and to make such reports to the EEOC, as are specified in the regulations of the Commission. The report is prepared from payroll data.	Creation + 6 years and then destroy	No	No	The report is prepared from data in the PMIS (Personnel Management Information System) maintained by DOA. Agency copies are for reference only.
HR000137	**PERS099**	**Underutilization Reports - OSER only**	A report prepared and updated biennially by OSER that determines the availability of women and minorities in Wisconsin's relevant labor force. The availability of women and minorities is then compared to Wisconsin's state government's work force to determine which job groups have fewer women or minorities than could reasonably be expected by their availability in the relevant labor force. The report is prepared from US Census labor force data, workforce data from the state payroll system, and applicant data from OSER Division of Merit Recruitment and Selection.	Creation + 6 years and then transfer to Wisconsin Historical Society	No	No	Agency copies are for reference only.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000138	**PERS100**	**Veterans Employment Report - OSER only**	An annual report on the hiring of veterans for positions in Wisconsin civil service as required by ss. 230.25(1p) and 230.27(2K), Wis. Stats. The report is prepared each fiscal year for OSER, agency heads, Governor, Legislative leadership, and agency personnel managers. Prepared from DOA payroll information, OSER data processing reports and hand tallied reports from agency human resource offices.	Creation + 3 years and then transfer to Wisconsin Historical Society	No	No	Agency copies are for reference only.
HR000139	**PERS101**	**State Employment Options (W-2) Annual Report**	A report on the recruitment, placement into civil service positions and training of people hired who received W-2. Information is submitted by agencies and forwarded to OSER for compilation into an annual report.	Creation + 6 years and then Transfer records to Wisconsin Historical Society	No	No	
HR000140	**PERS104**	**TOPjobs Summer Affirmative Action Internship Program Annual Report - OSER only**	A report on the number, specific jobs, and EEO status of interns placed into the program. The report is prepared each fall covering activities for the previous summer. The report is prepared for OSER staff, agency heads, Governor, Legislative leadership and agency personnel managers.	Creation + 3 years and then transfer to Wisconsin Historical Society	No	No	Agency copies are for reference only.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000141	**PERS145**	**Discrimination Case Files**	These records contain complaint statements or allegations, correspondence, investigative reports which state the decision made, appendices and other materials gathered as evidence in discrimination cases files by the public, employees, and applicants for employment by state agencies. This record series documents that agencies are providing due process under the law in managing allegations of discrimination. See **HR000114**, Personnel Related Litigation Case File if a lawsuit is filed.	Event + 5 years and then destroy confidential Event is the date of the case closure	Yes	Yes	
Medical Related Records							
HR000150	**PERS126**	**Employee Medical Case Files**	Includes medical exams, test results, communication with health professionals and occupational health-related records. Due to confidentiality of medical records, do not combine with the official employee Personnel File.	Event + 8 years and then destroy confidential Event is the date of separation from employment in job that requires medical exams or maintenance of medical records	Yes	Yes	*Note:* The Risk Management General Schedule has retention periods of EVT+ 30 years for worker's compensation claims cases. *Do not use this records series for WC claims*.
HR000151	**PERS127**	**Medical Records involving Employee Exposure to Hazardous Substances**	Includes the specifics of the incident and any follow up actions to address the exposure.	Event + 30 years and then destroy confidential	Yes	Yes	Much of the material in this record series may duplicate the official worker's compensation claim case file.

			The OSHA standard provides for employee access and retention of certain records, when there has been exposure to toxic substances and harmful physical agents. See OSHA standard 29CFR 1910.1020. Employee medical record; employee exposure records; analysis using exposure or medical records; and applicable Material Safety Data Sheets or equivalent materials. Files might also include Background data of environmental monitoring (i.e. laboratory reports and sampling reports, collection and analytical methodology (sampling plan) and summary of background data relevant for environmental monitoring.	Event is termination of employment			In cases of exposure an employee medical record case file would be created, if it does not exist. If a medical file did exist, it would be transferred to this record series and subject to a longer retention period.
HR000152	**PERS129**	**Drug and Alcohol Test Records - Training and Collection Processes**	The Omnibus Transportation Employee Testing Act and the related federal DOT regulations mandating alcohol misuse and drug use prevention and control require certain employees in safety sensitive positions to submit to periodic or random substance abuse testing. Each agency must designate one or more program coordinators who are responsible for administration of the program. Administration of the tests is often contracted out to firms that specialize in this type of work.	Creation + 2 years and then destroy confidential	Yes	Yes	These retention periods are included in the program guidelines.
HR000153	**NEW Series**	**Drug and Alcohol Test Records - Negative or Canceled Test Results**	Records of negative and canceled controlled substance or alcohol rest results that were less than 0.02.	Creation + 1 year and then destroy confidential	Yes	Yes	These retention periods are included in the program guidelines.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000154	**NEW Series**	**Drug and Alcohol Test Records - Positive Test Results**	Verified positive drug test results; alcohol test results with a concentration of 0.02 or greater; equipment calibration documentation; documentation of refusal to take a required drug or alcohol test; and SAP referrals and evaluations.	Creation + 5 years and then destroy confidential	Yes	Yes	These retention periods are included in the program guidelines. Place in existing (or create) employee Medical file. Under DOT regulations any safety sensitive employee who tests positive must immediately be removed from performance of these duties. The employee cannot return to duty until specified conditions are met.
HR000155	**NEW Series**	**Drug and Alcohol Test Records - Records Received from Previous Employers**	Verified positive drug test results; alcohol test results with a concentration of 0.02 or greater; equipment calibration documentation; documentation of refusal to take a required drug or alcohol test; and SAP referrals and evaluations.	Creation + 3 years and then destroy confidential	Yes	Yes	
HR000156	**PERS050**	**Family and Medical Leave Act (FMLA) State Guidelines – OSER Only**	State guidelines per the Class and Comp bulletin interpreting FMLA. Used as a resource document for administering FMLA.	Permanent	No	No	Agency copies are for reference only.
HR000157	**PERS051**	**Employee FMLA Requests and Employer Responses**	Consists of the completed federal or state forms to request Family and Medical Leave. Other related records might include payroll and employee data, dates leave taken, record of any dispute	Creation + 3 years and then destroy confidential	Yes	Yes	State FMLA Employee Request Form OSER-DCLR-201 All notifications to employees relating to FMLA records should

			and its resolution, medical certification and fitness for duty certification.				be maintained in an employee's Medical file.
Employee Assistance Program (EAP) Related Records							
HR000160	**PERS116**	**Employee Assistance Coordinator(s) Case Files**	This series includes documents created when state employees are appointed by their agencies as EAP coordinators, apply or reapply to be EAP coordinators. Each case file includes appointment letters or original applications, letters of reference, signed code of ethics statements, and forms to reapply for current EAP coordinators.	Event + 5 years and then destroy confidential Event is the termination of EAP coordinator duties	Yes	Yes	EAP Coordinator Reference Form (OSER-EAP-11); EAP Coordinator Re-Application Form (OSER-EAP-12); EAP Coordinator Application form (OSER-EAP-13); and EAP Code of Ethics Acknowledgment Form (OSER-EAP-14)
HR000161	**PERS117**	**Denied Application Files for EAP Coordinator Position**	This series includes documents when state employees apply to be EAP coordinators within state agencies but have been denied for various reasons. Records include applications, letters of reference, and notification of denial for each applicant.	Event + 5 years and then destroy confidential Event is the date of denial	Yes	Yes	
HR000162	**PERS118**	**EAP Program Policy and Standards - OSER only**	This series includes a copy of the current executive order with the approved policies and program standards governing the program.	Event + 5 years and then transfer to the Wisconsin Historical Society Event is the date the policy or standard is superseded or made obsolete	No	No	Agency copies are for reference only.
HR000163	**PERS119**	**EAP Statistical Reports and Program Accomplishments**	This series includes statistical reports, agency utilization summaries, and statewide year-end reports and summaries of EAP activities. The information included in this series summarizes program utilization and various other program	Creation + 5 years and then destroy	No	No	

			activities and is used for purposes of program evaluation, policy/procedure and the development of future program goals. Agencies are required to prepare utilization reports.				
HR000164	**PERS120**	**EAP Contact Report Form**	This series includes contact report forms completed by EAP coordinators, following all contacts with state employees. Used for preparation of annual program reports.	Event and then destroy Event is completion of the statewide year end report for each agency	No	No	EAP Contact Report Form (OSER-EAP-17)
HR000165	**PERS121** **PERS122**	**EAP Case Files**	This series includes confidential records documenting an employee's contact with EAP. Series may include: case notes written by EAP staff, signed consents for release of information, medical/treatment records received from employee's treatment provider, or other reports from internal or external sources.	Event + 1 year and then destroy confidential Event is termination of the immediate contact and no further follow-up action seems necessary	Yes	Yes	EAP services are provided through a statewide third party service contract.
HR000166	**PERS123**	**EAP Satisfaction Surveys**	This series includes documents created when agencies conduct EAP satisfaction surveys or when an employee has utilized EAP services. Records are maintained by the agency conducting the survey.	Event and then destroy confidential Event is the survey analysis has been completed	Yes	Yes	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000167	**NEW Series**	**Wellness Initiative - Statewide Activities**	OSER serves as an advisory role for state employee worksite wellness. This series includes, but is not limited to, documents, information, and resources from the Shape Your State Wisconsin Worksite Wellness website: http://wellwisconsin.wi.gov/Home	Creation + 5 years and then destroy	No	No	October 28, 2009 Worksite Wellness power point prepared by the Worksite wellness workgroup.
HR000168	**NEW Series**	**Agency Wellness Program and Related Activities**	Consists of documentation of program activities performed under an agencies wellness program. Program activities might include: educational presentations; promotion of wellness; on-site health screenings; health fairs, on-site activity classes such a pilates/yoga and on-site weight loss programs.	Creation + 5 years and then destroy	No	No	
Training Related Records							
HR000180	**PERS108**	**Catalog of State Offered Training Courses - OSER only**	OSER Office of Employee Development and Training (OEDT) and larger individual agencies maintain and distribute catalogs of course offerings. Some are issued monthly, quarterly, semi-annually, or annually. Course catalogs includes, course offerings, dates, fees, registration deadlines, and sample forms on how to register. The OSER Office of Employee Development and agency personnel office master catalogs are records. Other copies are publications and non-records.	Creation + 2 years and then destroy	No	No	Agency copies are for reference only. Generic training course materials follow the Administrative General Records Schedule, ADM00012, Training/Course Materials, with a retention of until superseded or no longer needed. HR-related training is specifically excluded.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000181	**PERS109**	**Training Request Documentation**	Documents used to obtain agency approval to attend, register for specific classes, and document that the person attended specific training programs.	Creation + 1 year and then destroy confidential	Yes	No	Includes **OSER OEDT-500** and agency equivalents.
HR000182	**PERS110**	**Course Evaluations**	Written information from course attendees evaluating the class and the instructors who presented the materials.	Creation + 1 year and the and then destroy confidential	Yes	No	Basic and Advanced Labor Management Relations offered by OSER. Forms including **DER-OEDT-8** Training Evaluation Summary or agency equivalents.
HR000183	**PERS111**	**Training Vendors Hired**	A file of training vendors who have taught or provided training to state of Wisconsin and UW staff.	Event + 1 year and then destroy confidential Event is the date the vendor last provided a class	Yes	No	The file may include class outlines, resumes, instructional materials and related materials. May include **OSER–DMRS-103** Training and Employment Agreement and agency equivalents. The procurement-related records are covered under the applicable sections of the Purchasing and Procurement General Records Schedule.
HR000184	**PERS113**	**Course Materials for Basic Supervisory Training**	All new supervisors are required to take Basic Supervisor Training. This record series contains the curriculum, training materials, presenters and related materials for the program.	Event and then destroy Event is the date superseded by new course materials	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000185	**PERS115**	**Tracking Systems for Training**	Database systems that keep track of employee attendance at training activities. These systems can include, but are not limited to: tracking the employees name, work unit name, address, telephone, dates of training, name of class attended, and evidence of satisfactory completion of training.	Event + 5 years and then destroy confidential Event is the date the employee leaves organization	Yes	Yes - Wis. Stats. 230.046(4)	Most such systems are developed in Microsoft Access or other industry standard database software. Lists of completed training classes may be placed in the employee's official Personnel file, which should transfer with the employee when they transfer within state service.
General Human Resource (HR) Administration							
HR000190	**PERS124**	**Official Personnel File**	Documents employee personnel actions during the employment of the employee.	Event + 8 years and then destroy confidential Event is the termination date of state service	Yes	Yes	The official employee Personnel file belongs to OSER but is kept at the agency that hires the employee until separation from state service. Then the file is transferred to the State Records Center, entered into a database searchable by name, SS#, and a computer assigned number and retained for 8 years after the date of termination. Refer to OSER procedures on transferring Personnel files to the State Records Center. OSER-DMRS-3 is the official employee

							Personnel file folder. Includes files for permanent, project and limited term employees (if applicable), in both the classified and unclassified state service. Employees should be encouraged to keep a file of their important personnel-related records. See section on "Employee Responsibilities." *Note:* Payroll and tax-related records should be kept in a separate payroll-related employee case file per the Payroll Records General Schedule, as this has a shorter retention period.
HR000191	**NEW Series**	**Volunteer and Unpaid Internship Documentation**	Applications, resumes, risk management agreements and other materials related to staffing unpaid volunteers and interns.	Event + 2 years then destroy confidential Event is the date the volunteer or intern completes their assignment	Yes	Yes	
HR000192	**PERS143**	**Employee Performance Evaluations**	Performance plans identify the requirements and expectations of positions, as contained in the position description, in writing after meetings between the employee and the supervisor. Performance	Event + 8 years and then destroy confidential Event is the	Yes	Yes	Materials should be placed in the employee's official Personnel file. Called GARS in DWD

			plans and related assessments are required during an employee's probationary period, at least once annually for all employees and more frequently for those employees having difficulties meeting job requirements.	termination date of state service			and PEPED in DOT
HR000193	**PERS144**	**Exit Interview Records**	These records document and address issues and concerns both negative and positive of employees who are leaving a state agency or transferring to another unit within the organization. These documents may be used improve organizational effectiveness by capturing feedback from employees. The records include exit interview forms and relevant follow-up materials.	Event + 3 years and then destroy confidential Event is the date of the final interview	Yes	Yes	
HR000194	**PERS141**	**Requests and Responses for Alternative Work Schedules**	Employee requests and management action on requests for alternative work schedules. Depending on the nature of the request and individual agency policies they must be approved at varying levels in the organization. Approved changes are then entered into the leave accounting.	Event + 8 years and then destroy confidential Event is the date of approval or denial	Yes	Yes	May place materials in employee's official Personnel file.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000195	**PERS142**	**Reasonable Accommodation Requests and Evaluations**	To ensure equal employment access for all individuals with disabilities, employees may submit requests for reasonable accommodation to make facilities accessible, adjusting work schedules, acquiring or modifying equipment or restructuring a job through the reassignment of non-essential tasks. Requests may be temporary or long-term. Medical documentation may be required. Management reviews the requests in accordance with agency policies, documents approval or denial of requests and communicates results to the employee.	Event + 8 years and then destroy confidential Event is the date of approval or denial	Yes	Yes - Medical	May place materials in employee's Medical file.
HR000196	**PERS133**	**Emergency Contact Information for Employees**	Information on who to contact in case of an emergency at the workplace. May also include name of physician or HMO.	Event and then destroy confidential Event is the date superseded	Yes	Yes	
HR000197	**PERS131**	**Seniority Lists**	Lists of employees by employee unit with dates each employee began state service. These are needed to administer union contracts and other aspects of personnel management. Created periodically from the Central Payroll System.	Event and then destroy confidential Event is when superseded	Yes	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000198	**PERS128**	**Employee Handbook Including Agency Work Rules**	A publication that contains general policies and procedures of the organization. It usually contains: the organization mission statement, organization structure, equal opportunity/AA Policy statement, basic information on work rules, benefits, code of ethics, department policies and summary information on department programs.	Event and then destroy Event is superseded	No	No	Employees are usually asked to sign an acknowledgment that they have reviewed the handbook and associated work rules. This is maintained in the employee's official Personnel file. *Note:* Employee copies are non-records and can be destroyed when not needed or superseded by new edition.
HR000199	**PERS132**	**Letters of Recommendation or Endorsement**	Free format letters or preprinted forms recommending or endorsing an applicant for a position or admittance to a school program.	Creation + 6 months and then destroy confidential	Yes	No	
HR000200	**PERS134**	**Agreements to Provide Work Opportunities for Supported or Monitored Employees**	Agreements to provide inmate, developmental disabled individuals, people on public assistance or others groups with a work site. The agreement lays out the terms and conditions and responsibilities of the state agency and the sponsoring organization.	Event + 1 year and then destroy confidential Event is termination of program	Yes	No	
HR000201	**PERS073**	**Employee Interchange Agreements**	Temporary reassignment of positions for up to two years under the civil service system per OSER administrative rule and related procedures. Interchanges must be approved by OSER. OSER HR Handbook Chapter 400	Event + 2 years and then destroy confidential Event is the date of the end of the agreement	Yes	No	Copy of letter transferring employee via an interchange should be placed in the employee's official Personnel file.

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000202	**PERS076**	**Personnel History Roster - OSER only**	A report generated from payroll data that includes employee name, social security number (SS#), dept. 2nd level, class title, pay range and schedule, effective date, position type, base salary, and transaction type. OSER receives this report once a month. Prior to 1970 a paper based index card was maintained for each employee.	Event is superseded and then destroy confidential *Note:* Since this is a cumulative report including information on employees no longer on the payroll system, as soon as the current report is received the older report has no value	Yes	Yes	Agency copies are for reference only. Formerly called "history fiche"
HR000203	**PERS105**	**State Employee Suggestion Board Meeting Minutes - OSER only**	The board usually meets quarterly. These record series includes agendas, meeting materials, exhibits and related material for each board meeting. OSER maintains the official records for the board.	Creation + 10 years and then transfer to Wisconsin Historical Society	No	No	

RDA Number	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
HR000204	**PERS106**	**Implemented Suggestions and Cash Awards**	A case file is created for each suggestion that was evaluated by agency personnel as having merit and a determination that the suggestion was implemented. A three-member panel of the board evaluates these suggestions and recommends cash awards for the suggestors. Fiscal records are handled per the Fiscal and Accounting General Schedule for the agency that makes the awards.	Creation + 4 years and then destroy confidential	Yes	No	Award letter or certificate may be placed in the employee's official Personnel file.
HR000205	**PERS107**	**Evaluation of Suggestions and Responses**	Suggestions are forwarded to each agency State Employee Suggestion coordinator. Larger agencies may have multiple coordinators. Each coordinator is responsible for maintaining evaluators for suggestions. When a suggestion is made it is evaluated by the coordinator or a designated evaluator. A case file is established for each suggestion, which includes the suggestion, evaluation of the suggestion, and a response. OSER and the State Employee Suggestion Board do not receive suggestions until after they have been evaluated as meritorious and they have been implemented.	Creation + 2 years and then destroy confidential	Yes	No	This file may include OSER forms: SESP-4 Suggestion Evaluation Form; SESP Acknowledge of Suggestion Received; SESP-4 Suggestion Evaluation Request.

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Superseded by IT Business Records General Schedule, IT000010, Systems Specifications Documentation	**PERS001**	**AIMS ERCS and CARS Documentation**	Documentation of the WISCJobs application. http://wisc.jobs/public/index.asp WISCJobs is a web-based system that serves as the official source of State of Wisconsin job listings.	Destroy confidential 3 years after (event) major upgrade or discontinuance of system but not before system data is destroyed or transferred to new operating environment	Yes	Yes - Wis. Stat. 19.36 (10)	WISCJobs System replaces AIMS ERCS and CARS systems.
Superseded by Payroll and Related Records General Schedule, 90206, Payroll Inputs and Reports	**PERS053**	**Pay Adjustment Reports from DOA Central Payroll**	Reports for the DOA Payroll System DOA Form Number CP-8 describing pay adjustments. OSER receives this information to spot check that compensation changes are being properly implemented.	Creation + 3 years and then destroy confidential	Yes	Yes	
Superseded by Administrative Records General Schedule, ADM00009, Appointed Positions Business Related Correspondence	**PERS069**	**Responses to Governor's and Secretary's Correspondence-OSER only**	Control and tracking system to insure that correspondence is promptly and accurately responded. These are letters that are received from the OSER Secretary and Governor requiring a response by an OSER administrator.	Creation + 6 years and then transfer to the Wisconsin Historical Society	No	No	Treat OSER Administrator policy correspondence within this category.

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Superseded by Administrative Records General Schedule, ADM00010, Non-Appointed Staff Business Related Correspondence	**PERS070**	**Policy Related Correspondence**	Business related correspondence of non-appointed OSER staff, agency human resource managers and other agency HR staff. Use only if correspondence does not fit within other records categories.	Creation + 1 year and then destroy	No	No	
Superseded by Administrative Records General Schedule, ADM00011, Transitory Correspondence	**PERS071**	**Routine Correspondence**	Routine correspondence made or received by agency HR staff.	Retain 7 days or until superseded and then destroy	No	No	Routine requests for information that require no policy decision, special compilation or research are transitory to the sender and the recipient
Superseded by Payroll General Records Schedule 90209A, Payroll/Leave History Reports	**PERS077**	**Agency Payroll Register-OSER only**	Received from DOA Central Payroll BI-weekly on pay week. Includes name, agency, classification salary and payroll deduction and information. Per the applicable provisions of Payroll and Related Records General Schedule, November 1997. See RDA 90209	Creation + 10 years and then destroy confidential.	Yes	Yes	Agency copies are for reference only

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Superseded by Administrative General Records Schedule, ADM00018, Reorganization Documentation **This is the file of approval of the reorganization if required by DOA on behalf of the Governor. Series HR000043 covers position classifications impacted by reorganizations**	**PERS028**	**Agency Reorganization Requests and DER Approval of Classified Levels after DOA Approval of the Reorganization**	Files of significant addition, deletion, or transfer of administrative, regulatory, responsibilities, etc.	Retain 2 years after completion (event) and then transfer to the appropriate archival repository (Wisconsin Historical Society or the University of Wisconsin Madison Archives). Event+2 years-Transfer			Divisions usually propose reorganizations that are then approved by the agency Secretary. Budget and HR typically review division requests from both budget and HR perspective. Some reorganization proposals may require notice and or approval by the State Budget Office in DOA on behalf of the Governor.

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Superseded by Facilities General Records Schedule, FAC00083, Access Cards, Keys, Identity Badges/Name Plates and Photo Identification-Documentation of Assignment	**PERS135**	**Assignment and Release of State Owned Property**	Documentation of who signed out and accepted responsibility for use of state equipment and when the equipment was returned.	Event + 3 months and then destroy confidential. Event is the date the equipment was returned.	Yes	No	
Now part of Delegation Agreements, HR000002	**PERS045**	**Memorandum of Understanding between UW and OSER**	Agreement between OSER and UW System Administration, relating to personnel-related functions delegated to the UW System.	Permanent	No	No	Academic studies to determine positions in classified service versus academic staff and gender equity study
PERS046	**Division of Compen-sation and Labor Relations Training Materials**	**Superseded by Administrative Records General Schedule, ADM00012-Training/ Course materials**	OSER staff retain reference copies of agency training policies and materials. OSER staff also develop and implement training in selective personnel areas, such as performance evaluation. Such training materials are maintained by the DCC staff responsible for providing the training.	Event (supersede) and destroy. Event is supersede old training materials with current materials.	No	No	OSER Only

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
PERS055	**Senior Managers Program**	**Now called Career Executive Program, see HR000040**					
PERS057	**Consoli-dated into PERS056, now HR000061**	**Labor Market Surveys--Working Papers**	Survey documents and analysis materials (SAS data sets, printouts, etc.)	Creation + 4 years and then destroy confidential		Yes	
PERS058	**Consoli-dated into PERS056, now HR000061**	**Labor Market Surveys--Survey Responses**	Completed paper survey responses	Location: OSER DCC and/or agency personnel office Retention: Event + 1 year. Event or both is conclusion of survey. Disposition: Destroy confidential		Yes	
PERS059	**Consoli-dated into PERS056, now HR000061**	**Proprietary Wage and Benefit Surveys**	Contractor purchased wage and benefit surveys	Location: OSER DCC and/or agency personnel office Retention: Event + 6 years. Event for both is conclusion of survey. Disposition: Destroy confidential		Yes	

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Now part of HR000001, General Policies and Procedures Relating to HR Operations	**PERS072**	**DER Bulletins**	DER Bulletins such as Classification and Compensation Personnel Bulletins (TSA Travel; SC Survey/Classification Changes; PP Pay Processing; POL Comp Plan/Leave and benefit Interpretations Policy Changes; and Collective Bargaining bulletins. These provide policy and procedures to agency personnel offices.	Location: Appropriate DER division. A. Agency personnel office B. Managers and supervisors Retention: DER retains master set permanently. Changes to existing bulletins must be documented in appropriate areas. A. Keep one complete set of bulletins. Event= superseded. B. Retain current bulletins as reference material. Non-records-Destroy when no longer needed. Disposition: Not applicable for DER A and B. Destroy		No	OSER only. Reference for agency HR offices.

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Combined with PERS086, now HR000108	**PERS087**	**Arbitration Appeals--Non-Precedential**	These are the grievances that reach the fourth (4) step in the process. See article 4 of WSEU and related contracts	Event + 5 years and then destroy confidential. Event is the date the grievance is resolved.	Yes	Yes	
Added to HR000182, Course Evaluations	**PERS090**	**Comments and Evaluation on Collective Bargaining Training - OSER only**	OSER offers classes on Basic and Advanced Labor Management Relations and biennial briefing on settled union contracts	Event + 5 years and then destroy Event is date of class/program	No	No	
Now part of HR000001, General Policies and Procedures Relating to HR Operations	**PERS097**	**DER Policy and Guidance File for Doing AA Plans**	A file of policy development materials and guidelines that DER uses to assist state agencies in completing AA plans	Creation + 3 years and then Transfer to SHSW		No	OSER Only
Superseded by Administrative Records General Schedule, ADM00011, Transitory Correspond-ence	**PERS112**	**Training Vendors - Not Hired**	A file of training vendors who are interested in providing training to State of Wisconsin and UW staff and have sent materials outside a procurement process.	Creation + 1 year and then destroy confidential	Yes	No	The file may include class outlines, resumes, instructional materials and related materials.

Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
Consolidated with Delegation Agreements, HR000002	**PERS114**	**Delegation Agreements for Training Related Activities**	Larger state agencies can request delegation authority for certain training related activities. This is the official request, analysis and approval of such requests.	Location: DER OEDT and/or agency personnel offices requesting delegation Retention: Event + 1 year. Event is the termination of the delegation agreement. Disposition: Destroy		No	
Treat same as the Personnel file, HR000190	**PERS130**	**Apprenticeship Case Files**	If state agencies employ apprentices, they are subject to these requirements. The signed indenture agreement should be placed in the employee's official P-file and a copy also kept in the master tradesperson responsible for training the apprentice. The master tradesperson is usually the apprentices' supervisor.	Event + 8 years and then destroy confidential Event is separation from state service.	Yes	Yes	Chapter 106 of statutes describes the requirements for apprenticeship

Closed Series

Previous RDA Number	Record Series Title	Comment	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
PERS022	**Request for Reclassification of a Civil Service Position-Non Delegated, Unofficial Copy**	**Copies**					
PERS024	**Request for Reclassification of a Civil Service Position-Delegated, Unofficial Copy**	**Copies**					
PERS027	**Supervisor, Bureau Director, and Division Administrator Approval Files for All Reallocations**	**Copies**					
PERS030	**Position Descriptions/ Supervisor Analysis Form**	**Copies**					
PERS047	**DER DCLR Reference Collective Bargaining Case Files**	**Copies**	OSER Division of Collective Bargaining maintains the official record. See "Collective Bargaining..." section of the schedule. This is a working file for the Division of Classification and Compensation. *Note:* Retain materials for two bargaining sessions following end of contract effective dates. Then submit historical records to DCB to retain longer, per PERS080.	Event + 4 years and then destroy confidential	No	Yes	OSER Only
PERS063	**Comparable Worth Study-OSER Only**	**Study was completed in 1986**	Study of gender based equity in position classifications resulting in changes in placement of classifications on the salary schedule to redress gender based pay inequities. Records include significant study materials and the final	Event + 5 years and then Transfer to the SHSW. Event=Date of study completion	No	No	**Comparable Worth Study-OSER Only**

			report.				

Closed Series

Previous RDA Number	Record Series Title	Comment	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
PERS074	**Career Executive Program-Opt In or Out-OSER only**	**When program was established, incumbents had the choice to opt in or out of the Career Executive Program.** **Now assignment of pay schedule and range to new and existing classifications determine Career Executive status of positions.**	Option letters, reallocation notices or certifications, and reports generated by OSER.	Event + 8 years and then destroy confidential Event is date of termination or separation from state employment	Yes	Yes	Note: Opt in or out letters should be retained in employee's official P-file
PERS075	**Career Executive Program—Reports - OSER only**	**Reports no longer prepared by OSER.**	Reports generated by OSER relating to the Career Executive Program	Event and then destroy confidential	Yes	No	
PERS102	**Agency AFDC Hiring Plan**	**The ADFC program was changed to the W-2 program and agencies no longer submit a plan each year for hiring W 2 candidates.**	Under the state initiative to encourage employment of recipients of AFDC in state government, DER requires agencies to submit a plan for hiring AFDC recipients. The specific actions on hires provides data to measure agency performance meeting the plan.	Location: DER DAA and/or agency personnel office, and/or separate EEO/AA Office Retention: Creation + 5 years Disposition: Destroy		No	

Closed Series

Previous RDA Number	Record Series Title	Comment	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
PERS103	**AFDC Hiring Report**	**WISCJobs is now used to obtain information on W-2 hires. Agencies do not submit reports as OSER runs them or can obtain the data on an as needed basis.**	Under a state initiative to encourage employment of recipients of AFDC in state government, DER is assigned responsibility to develop standards for employment of AFDC recipients, provide technical assistance, and monitor agency implementation of the program. These individual reports completed by agency personnel offices, after every hire, provide the data for the State Employment Options Report above.	Location: DER DAA and/or agency personnel office, and/or separate EEO/AA Office Retention: Creation + 2 years Disposition: Destroy confidential		Yes	
PERS125	**Supervisors Working Copy--Personnel File**	**Copies**	A working file maintained by supervisors of personnel actions for their employees. Essentially a duplicate file of items also in the official P-file although this file may contain items that are not in official personnel file.	Event and then destroy confidential Event is the date of separation from supervision.	Yes	Yes	*Note:* All other duplicate personnel files at the unit, section, bureau, or division level should be discouraged

Closed Series

Previous RDA Number	Record Series Title	Comment	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
PERS064	**Economic Data and Information--Annual Reports-OSER only**	**Reference Materials-Non-records**	Includes: economic periodicals, such as Monthly Labor Review, DRI/McGraw Hill, etc., state economic information from the federal and state government and employment reports from DWD, the federal Department of Labor, and other sources. Data is used in analysis and planning relating to non-represented compensation plan and collective bargaining.	Permanent	No	No	
PERS065	**Economic Data/ and Information--Monthly Report-OSER only**	**Reference Materials-Non-records**	Includes: economic periodicals, such as Monthly Labor Review, DRI/McGraw Hill, etc., state economic information from the federal and state government, and employment reports from DWD, the federal Department of Labor, and other sources. Data is used in analysis and planning relating to non-represented compensation plan and collective bargaining.	CR+ 4 years and then destroy confidential	No	Yes	

Closed Series

Previous RDA Number	Record Series Title	Comment	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
PERS085	**List of Mediators and Arbitrators for Panels- OSER only**	**Reference Materials- Non-records**	Obtained from the Equal Rights Division, DWD, WERC and other groups to serve as arbitrators per Section 3 of AFSCME Council 24 and comparable sections of other state union contracts.	Superseded (lists are revised as names are added/dropped) and then destroy confidential	Yes	No	
PERS078	**Election/ Union Certification Related Records (Existing WERC RDA 425/0009)**	**This continues to be a record series of a separate state agency- the Wis. Employment Relations Commission**	Records related to initial certification of unions by state. Used for reference in interpretation of contracts by OSER as well as WERC.	Event + 75 years and then transfer to the Wisconsin Historical Society Event is the date of dissolution of the union	No	No	Records of another agency

Revision History A listing of changes to this GRS.			
Revision Date	**RDA Number**	**Record Series Title**	**Revision Made**
Monday, 8-24-2015	HR000001	Policies and Procedures Relating to State HR Operations	Clarifying note regarding procedures added to Use Case/Examples.
Monday, 8-24-2015	HR000085	OSER Policies, Procedures and Informational Resources for Implementing Workforce Reductions (Layoff and Furlough)	Clarifying note regarding procedures added to Use Case/Examples.
Monday, 8-24-2015	HR000086	State Agency Policies and Procedures for Implementing Layoff and/or Furlough	Clarifying note regarding procedures added to Use Case/Examples.