



Government Records Services
 800 East Broad St., Richmond VA 23219
 (804) 692-3600
 Effective schedule date: 06/11/2026

Records Retention and Disposition Schedule
 General Schedule No. GS-103
 ALL STATE AGENCIES
 Personnel Records

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Accident/Illness Reports This series documents occupational injuries and illnesses. This series may include, but is not limited to: reports and logs, but excludes sick leave reports maintained for payroll purposes. 29 CFR 1904(C) and (D); 16 VAC 25-85-1904	100473	5 Years after event	Confidential Destruction
Affirmative Action/Equal Employment Opportunity Commission (EEOC) Plans This series documents affirmative action, Equal Employment Opportunity Commission (EEOC), and/or Equal Employment Services (EES) plans. This series may include, but is not limited to: plans. 29CFR1608.4	100474	3 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
Affirmative Action/Equal Employment Opportunity Commission (EEOC) Progress Reports This series documents any affirmative and/or equal employment action taken by an agency. This series may include, but is not limited to: reports. 29 CFR 1602.32	100475	3 Years after submission	Non-confidential Destruction
Applications and Resumes: Unsolicited This series documents the receipt of unsolicited applications or resumes for which no position has been announced. This series may include, but is not limited to: applications and resumes.	100503	0 Years after no longer administratively useful	Confidential Destruction
Attendance Records: Education/Training This series documents attendance at classes, meetings, and seminars for training or continuing education purposes. This series may include, but is not limited to: logs, registers, and sign-in sheets, but excludes attendance records maintained for payroll purposes.	100476	0 Years after no longer administratively useful	Non-confidential Destruction



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Criminal History / Background Check Records This series documents the criminal history, if any, of a job applicant for the purposes of making a hiring decision. This series may include, but is not limited to: criminal background investigation reports, fingerprint cards, central registry forms, and other security records.	002349	0 Years after event	Confidential Destruction
Discrimination Complaint Cases This series documents the investigation into any act(s) of discrimination filed by an employee. This series may include, but is not limited to: investigative and interview notes, logs, reports, and Equal Employment Opportunity Commission (EEOC) claims. 29CFR1602.14	100479	3 Years after closed	Confidential Destruction
Drug and Alcohol Screening or Testing Records: Negative Results This series documents the administration and negative results of alcohol and drug screening or testing of job applicants or employees. This series may include, but is not limited to: logs, registers, and reports.	200388	1 Year after event	Confidential Destruction
Drug and Alcohol Screening or Testing Records: Positive Results This series documents the administration and positive results of alcohol and drug screening or testing of job applicants or employees. This series may include, but is not limited to: logs, registers, and reports.	100480	5 Years after event	Confidential Destruction



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Education Assistance Program Records This series documents requests for tuition assistance, the approval or denial of the requests, and any required repayment. This series may include, but is not limited to: applications, correspondence, evaluation forms, and reports.	100481	3 Years after closed	Non-confidential Destruction
Employee ADA Accommodation Requests This series documents an employee's request for accommodation(s) made under the Americans with Disabilities Act (ADA). This series may include, but is not limited to, applications, correspondence, and supporting documentation. 29 CFR 1602.31	200843	2 Years after last action	Confidential Destruction
Employee ADA Accommodation Requests: Involuntary Termination This series documents the Americans with Disabilities Act (ADA) accommodation requests made by an employee who has been or is being involuntarily terminated. This series may include, but is not limited to, applications, lay-off/termination related records, correspondence, and supporting documentation. 29 CFR 1602.31	200842	2 Years after separation	Confidential Destruction
Employee Directories, Rosters, or Indexes This series documents employee work assignments, titles, phone numbers and/or addresses. This series may include, but is not limited to: logs, registers, and reports.	100483	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<p>Employee Health Certificates This series documents, at the time of hire, an employee's ability to perform a specific task, function or job, and/or that the employee's health meets requirements set by the employer. This series may include, but is not limited to: certificates and reports.</p>	100491	3 Years after event	Confidential Destruction
<p>Employee Health Records This series documents any long-term health risk, as well as any health treatment or examination given to an employee by a medical professional of the agency or an agent of the agency for exposure to hazardous substances, or on-the-job injuries, or for the employee's general well being. This series may include, but is not limited to: health assessments, medical clearance or release to duty notices, reports, x-rays, and other records related to Series 100473 "Accident/Illness Reports." 29CFR1910.1020(d)(1)(i)</p>	100484	30 Years after separation	Confidential Destruction
<p>Employee Personnel Records: Long Term This series documents any employee's history. This series should include, but is not limited to: date range employed, contact information, compensation and position history, reason for separation/termination, personnel action notices, and any retirement benefits information.</p>	100485	50 Years after separation	Confidential Destruction



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<p>Employee Personnel Records: Short Term This series documents any employee's work activity and history that is not included in the Long Term series. This series may include, but is not limited to: test results; professional certification and qualification records; evaluations; disciplinary actions; promotion/demotion, layoff, termination or tenure records; return to work notifications (issued by employer); and any other non-long term record.</p>	012172	5 Years after separation	Confidential Destruction
<p>Employment Eligibility Form and Records (I-9): Employee Employed Less Than Two Years This series documents the employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen, resident alien, or legal immigrant eligible to work in the U.S. as required by the U.S. Citizenship and Immigration Services. This series may include, but is not limited to: forms. 8 CFR 274a.2(b)</p>	100482	3 Years after event	Confidential Destruction
<p>Employment Eligibility Form and Records (I-9): Employee Employed More Than Two Years This series documents the employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen, resident alien, or legal immigrant eligible to work in the U.S. as required by the U.S. Citizenship and Immigration Services. This series may include, but is not limited to: forms. 8 CFR 274a.2(b)</p>	200034	1 Year after separation	Confidential Destruction



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Exit Interview Files This series documents the interview or survey of employees prior to their departure from the agency. This series may include, but is not limited to: notes, completed surveys, and reports.	100489	3 Years after separation	Confidential Destruction
Family and Medical Leave Act (FMLA) Records This series documents employees' use of FMLA. This series may include, but is not limited to, approved applications, leave records, and supporting documentation. 29 CFR 825.500 B	200968	3 Years after end of state fiscal year	Confidential Destruction
Grievance Records This series documents the initial complaint, actions, investigation, summary, and disposition of an employee grievance. This series may include, but is not limited to: investigative and interview notes, logs, and reports.	100490	5 Years after closed	Confidential Destruction
Incident Reports This series documents the occurrence of an incident, and any subsequent investigation, that involves the employees/facilities of an agency, or the public, and has reasonable possibility of legal consequences. This series may include, but is not limited to: investigative and interview notes, logs, and reports, as well as materials related to Series 100473, "Accident/Illness Reports."	100492	5 Years after event	Non-confidential Destruction



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<p>Occupational Safety and Health Administration (OSHA) Records This series documents compliance with federal Occupational Safety and Health Administration (OSHA) regulations, as well as Virginia Department of Labor and Industry's Occupational Safety and Health (VOSH) regulations. This series may include, but is not limited to: reports, logs, and policy and program documentation. 29CFR1904 et seq.</p>	200162	5 Years after end of calendar year	Confidential Destruction
<p>Pay Classification Records This series documents the determination of compensation for an individual, a job, or a group of jobs within the agency. This series may include, but is not limited to: worksheets, requests, studies, and reports. 29CFR1602.31</p>	100493	5 Years after decision	Confidential Destruction
<p>Position Classification and Description Records This series documents the need for a position, the task requirements for performing the job, the job title, and/or agency approval. This series may include, but is not limited to: position descriptions, survey results, worksheets, requests, and studies.</p>	100498	5 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<p>Promotion, Demotion, Separation, or Tenure Records This series documents the decisions made regarding promotion, demotion, separation, layoff, termination, or tenure for a particular employee or group of employees. This series may include, but is not limited to: staffing templates, budget reports, performance and composite data, and position evaluations. 29CFR1602.31</p>	100499	2 Years after decision	Confidential Destruction



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Recruitment, Hiring, Interview and Selection Records This series documents the process and result of recruiting, selecting, and hiring. This series may include, but is not limited to: applications of selected and rejected applicants, position descriptions, copies of announcements and advertisements, selection criteria, evaluations, interview notes, tests, work samples, and rankings.	012185	3 Years after event	Confidential Destruction
Telework Agreements This series documents arrangements for employees to perform their official duties remotely at a location other than the agency's traditional worksite, such as the employee's residence or other approved location(s). This series includes, but is not limited to: telework agreements.	200786	3 Years after superseded, obsolete, or rescinded	Confidential Destruction
Testing Records This series documents any test or testing process administered for employee evaluation, retention, or promotion. This series may include, but is not limited to: tests and results.	100500	5 Years after event	Confidential Destruction
Training Records Not Required for Certification or Qualification This series documents employees' attendance in classes, conferences, courses, meetings, seminars, workshops, and any other training or educational initiative not required for licensing, certification, or qualification. This series may include, but is not limited to: logs, registration forms, attendance approval, attendance records, and reports.	100501	3 Years after event	Non-confidential Destruction



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Unemployment Insurance / Compensation Records This series documents the response made to and the results received from the Virginia Employment Commission in the review of unemployment claims. This series may include, but is not limited to: correspondence, reports, and forms.	100502	5 Years after closed	Confidential Destruction
Verification of Employment This series documents the receipt of and responses to requests for verification of an individual's employment. This series may include, but is not limited to: release, waiver, and correspondence.	100504	3 Years after event	Confidential Destruction
Visa / Immigration Records This series documents an employee's visa, green card, and immigration records. This series may include, but is not limited to: applications, correspondence, required documentation for the employee, and other related records.	200389	10 Years after expiration	Confidential Destruction
Volunteer Records This series documents the recruitment, selection, and work history of volunteers. This series may include, but is not limited to: application, approval, denial, assignment, performance, training, and attendance records.	002351	5 Years after last action	Confidential Destruction