

State Of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS BULLETIN

Date August 14, 1989

Number MRS-96

Subject Personnel File Retention Policy

The state Public Records and Forms Board has recently approved a change in the retention period for separated employes Official Personnel Files and for classified service Official Roster or Payroll Cards. The new retention period for these documents is eight (8) years [one (1) year in agency central personnel file and seven (7) years at the State Records Center] after the file is closed upon the employe's termination from state service. Prior retention period for these documents was thirty (30) years.

Please communicate to employes who separate from the state service that it is their responsibility to keep records of their personal employment history, as the state's official retention period is now eight (8) years and records will be destroyed after that time period.

Questions pertaining to this bulletin may be addressed to Jeanne Benck at (608) 267-2411.

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