

University of Colorado
Denver | Anschutz Medical Campus
Human Resources
Personnel Record Retention Guidelines

The University of Colorado Denver | Anschutz Medical Campus Central Human Resources is the official record keeper for personnel records for the following employment groups only:

CU Denver:

Regular Faculty/Clinical Faculty/Research Faculty (includes PRA's)
Officer
University Staff
Classified Staff

CU Anschutz:

Officer
University Staff
Classified Staff

PLEASE NOTE: CU Anschutz schools/colleges/departments are the official record keepers of ALL faculty.

Schools/colleges/departments are responsible for all other employment groups including:

Non-Tenure track (i.e. lecturers, instructors, etc.)
Post-Doctoral Fellows
Student Employees

General Record Retention Schedule for both campuses is as follows:

Personnel files	retain for 10 years after retirement or separation of employment
Search Materials	retained as part of Jobs@CU since 12/2006 and as part of CU Careers since 12/2015. Additional materials maintained in the school/college/department retain for 2 years after position is filled
Faculty Contracts	6 years after termination of contract and until no longer needed for reference

Leave Records/
Leave Requests

additional records outside of My.Leave will be maintained within school/college/department for 5 years after termination

Personnel Actions Forms (PAF)

used prior to July 2000

original PAF maintained in HR and school/college/departments

The University of Colorado Policy on Open Records Request may be found:

<https://www.cu.edu/ope/aps/2022>

https://www.cu.edu/sites/default/files/2022_Appendix-B.pdf

Required documents for Faculty files

- Signed original letter of offer
- Addendums to original letter of offer
- Original signed faculty oath
- Commendations
- Contract of employment
- Official transcript(s) of coursework
- Reappointment, promotion and tenure forms or letters
- Sabbatical requests and approvals
- Letters regarding other appointments (e.g., chair, associate dean)
- Letters regarding modification of appointments
- Documents associated with enforcement of the “one-sixth” rule
- Teaching evaluations
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions
- Annual performance rating – open record form
- Additional remuneration forms
- Memorandums of Understanding affecting pay
- Letters of recommendation/references should be kept in a sealed envelope and kept confidential
- RTP – documents maintained in sealed envelope marked and kept confidential
- Tenure review – documents maintained in sealed envelope marked and kept confidential
- Promotion to professor review – documents maintained in sealed envelope marked and kept confidential

Required documents for University Staff files

- Signed original letter of offer
- Addendums to original letter of offer
- Letters regarding modification of appointments
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions (including letters of instruction/direction/discipline)
- Certification of staff outside employment/activities & conflict of commitment/interest
- Annual performance rating – open record form
- Letters of recommendation/references should be kept in a sealed envelope

Required documents for Classified Staff files

- Signed original letter of offer
- Addendums to original letters of offer
- Social Security acknowledgement document (Form 1945)
- Certification of staff outside employment/activities & conflict of commitment/interest
- Application - job reallocation only. CU Careers maintains application for hires and promotions
- Letters of recommendation, reference, commendation, etc., where requested by the employee or the University
- Letters of recommendation/references should be kept in a sealed envelope
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions
- Performance plan
- Annual performance evaluation
- Background notification letter
- Corrective/disciplinary actions (including narrative information) unless rescinded by the Board, or a corrective action is removed by the appointing authority;
- Work arrangement agreements (e.g., conditions of employment, flextime/flex place, work schedule)