## Student Employment Records and Information Management (RIM) Guide

It is important for each University Office to have a RIM strategy in place for the creation, maintenance and proper destruction of records.

We understand that adopting these records management standards is not always an easy task. Help is available to make sure records management turns into something that runs in the background, rather than something that creates additional burdens.

For more information, visit rim.uconn.edu or contact:

<u>betsy.pittman@uconn.edu</u> Archivist/RMLO <u>bruce.gelston@uconn.edu</u> Privacy Officer

## **Privacy Note:**

Whether you are storing records to meet minimum retention requirements, or you simply need access for administrative purposes, please maintain them securely. Find storage tips at: <a href="http://rim.uconn.edu/privacy-tips/">http://rim.uconn.edu/privacy-tips/</a>.

Office of University Compliance 28 Professional Park Storrs CT 06268 Office: (860) 486-5214 www.compliance.uconn.edu



Need more space?
The answer could be easier than you think!

## **RIM Retention & Destruction**

Have you ever wondered how long you're required to maintain student employment records? Did you know that the Connecticut State Library provides state agencies with record retention standards? Let us help to set the "record straight" on what records you are responsible for retaining.



Use the following guidelines to drive your record management decisions.

This will help you to save time and space.

Keep track of what you put in storage.

How long should records stay there?

Should some records go in the shredder instead?

Departments are responsible for maintaining the following:

Application for Employment (Interviewed but not hired)
 Includes applications, resumes, transcripts and interview materials.

Retention: 3 years

Destruction: request permission to destroy using Form RC-108 (record series PERS-004) and shred after approval.

• Student Employment File (Hired)

Includes application, resume, interview materials, and evaluations. Timesheets are not included (see below).

Retention: 5 years post job separation

Destruction: request permission to destroy using Form

RC-108 (record series EDU-069) and shred after approval.

Timesheets (Work Study & Student Labor)
 Retention: 4 years or until audited,\* whichever is later
 Destruction: request permission to destroy using Form

RC-108 (record series EDU-046 & FISCAL-042) and shred after approval.

Payroll maintains the official record copy of the following:

- I-9-Form & related documentation
- Student Payroll Sick Time Record (Departments do not need to retain a copy)

\* "Until audited" refers to the general agency audit conducted by the State Auditors of Public Accounts. The specific record itself may or may not have been examined as part of the audit process. Refer to <a href="https://www.cga.ct.gov/apa/audit-reports.asp#U">https://www.cga.ct.gov/apa/audit-reports.asp#U</a> to see when UConn was last audited.