

## **INFORMATION REGARDING WORK LOCATION “INTERNAL” PERSONNEL FILES (BUILDING FILES)**

The Employment Services Department (formerly Personnel Records) **is not the custodian of the work locations internal personnel files, known as “Building Files”, even if an employee separates, terminates or retires.** Our department maintains the **Official District Personnel File** for each employee (past and present) in accordance with Florida Statutes 119.07 and 1012.31. The files at your location are for internal use by the locations Administrations and most likely contain informal related documents, records of counseling/summary memos or duplicates of what is already in the Official District Personnel File.

**For Reference:** According to the General Records Schedule (GS1-SL) for State and Local Government Agencies, building files may fall under section **#19 (b) Duplicates-**

### **PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM Item #19**

This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers’ compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also “DRUG TEST CASE FILES,” “EMPLOYMENT APPLICATION AND SELECTION RECORDS,” “STAFF ADMINISTRATION RECORDS,” and other “PERSONNEL RECORDS” items.

### **RETENTION:**

- a) Record copy. 25 fiscal years after separation or termination of employment.
- \*\*b) Duplicates.** Retain until obsolete, superseded, or administrative value is lost.

**The Teacher - BTU Contract, Article 18 states, ... for Instructional employees, this duplicate information must be kept at the location for a period of 3 years.**

**When considering the retention or disposal of such files, it is your obligation to keep information, such as social security numbers, payroll deductions, health and insurance benefits and other sensitive information safe and confidential. For more information on the retention or disposal of documents, please contact the [Records Retention Department](#).**

**Records of Counseling/Summary Memos are to be maintained in the work location file. The final disposition document, such as a Letter of Reprimand, would be forwarded to the Official District Personnel File maintained at the Employment Services Department. For more information on Records of Counseling/Summary Memos, please contact the [Employee and Labor Relations Department](#).**