

Employee Services

1.21.2.201 CLAIMS:

- A. **Category:** Employee services - benefits management
- B. **Description:** Records related to employee benefit claims.
- C. **Retention:** destroy three years from date file closed

[1.21.2.201 NMAC - N, 10/01/2015]

1.21.2.202 ENROLLMENT - BENEFITS:

- A. **Category:** Employee services - benefits management
- B. **Description:** Records related to employee enrollment in government benefit plans.
- C. **Retention:** destroy five years from termination of coverage

[1.21.2.202 NMAC - N, 10/01/2015]

1.21.2.203 PLANS:

- A. **Category:** Employee services - benefits management
- B. **Description:** Records related to benefit plans and statements.
- C. **Retention:** destroy 10 years from date file closed

[1.21.2.203 NMAC - N, 10/01/2015]

1.21.2.204 - 1.21.2.205 [RESERVED]

1.21.2.206 EMPLOYMENT SCREENING:

- A. **Category:** Employee services - employer and labor services
- B. **Description:** Records related to pre-employment screening.
- C. **Retention:** destroy five years from date file created

[1.21.2.206 NMAC - N, 10/01/2015]

1.21.2.207 LABOR RELATIONS:

- A. **Category:** Employee services - employer and labor services
- B. **Description:** Records related to labor relations.
- C. **Retention:** destroy three years from date file closed

[1.21.2.207 NMAC - N, 10/01/2015]

1.21.2.208 PROGRAMS - EMPLOYER AND LABOR SERVICES:

- A. **Category:** Employee services - employer and labor services
- B. **Description:** Records related to programs for labor and employer services not identified in other classifications.
- C. **Retention:** destroy five years from date file closed

[1.21.2.208 NMAC - N, 10/01/2015]

1.21.2.209 - 1.21.2.210 [RESERVED]

1.21.2.211 DEDUCTIONS AND GARNISHMENTS:

- A. **Category:** Employee services - payroll management
- B. **Description:** Records related to deduction and garnishments from employee paychecks.
- C. **Retention:** destroy three years from the close of the fiscal year in which created

[1.21.2.211 NMAC - N, 10/01/2015]

1.21.2.212 PAYROLL REGISTERS:

- A. **Category:** Employee services - payroll management
- B. **Description:** Payroll registers.
- C. **Retention:** destroy 50 years from date file created

[1.21.2.212 NMAC - N, 10/01/2015]

1.21.2.213 REPORTS - PAYROLL:

- A. **Category:** Employee services - payroll management
- B. **Description:** Reports for payroll.
- C. **Retention:** destroy three years from the close of the fiscal year in which created

[1.21.2.213 NMAC - N, 10/01/2015]

- 1.21.2.214 TAXES - PAYROLL:**
A. Category: Employee services - payroll management
B. Description: Records related to payroll taxes for employees including, but not limited to, withholding, remittances, filings and returns.
C. Retention: destroy 10 years from close of calendar year in which created
[1.21.2.214 NMAC - N, 10/01/2015]

1.21.2.215 - 1.21.2.220 [RESERVED]

- 1.21.2.221 AWARDS - PERSONNEL MANAGEMENT:**
A. Category: Employee services - personnel management
B. Description: Records related to programs that award and recognize employee contributions to improvements in service, operations and the work environment.
C. Retention: destroy three years from date file closed
[1.21.2.221 NMAC - N, 10/01/2015]

- 1.21.2.222 ADVERSE ACTION AND REDUCTION IN FORCE:**
A. Category: Employee services - personnel management
B. Description: Records related to adverse action and reduction in force.
C. Retention: destroy 30 years from date file closed
[1.21.2.222 NMAC - N, 10/01/2015; A, 11/30/2015]

- 1.21.2.223 CERTIFICATIONS:**
A. Category: Employee services - personnel management
B. Description: Employee certifications.
C. Retention: destroy three years from date file closed
[1.21.2.223 NMAC - N, 10/01/2015]

- 1.21.2.224 DRUG AND ALCOHOL TESTING:**
A. Category: Employee services - personnel management
B. Description: Records related to drug and alcohol testing of employees.
C. Retention: destroy five years from date file closed
[1.21.2.224 NMAC - N, 10/01/2015]

- 1.21.2.225 EMPLOYEE MEDICAL RECORDS:**
A. Category: Employee services - personnel management
B. Description: Records related to employee medical records excluding cases of hazardous material exposure.
C. Retention: destroy three years from date of separation from employment
[1.21.2.225 NMAC - N, 10/01/2015]

- 1.21.2.226 EMPLOYEE MEDICAL RECORDS - HAZARDOUS MATERIALS:**
A. Category: Employee services - personnel management
B. Description: Records related to employee medical records specific to cases of hazardous material exposure.
C. Retention: destroy 30 years from date of separation from employment
[1.21.2.226 NMAC - N, 10/01/2015]

- 1.21.2.227 EMPLOYMENT DISCLOSURE:**
A. Category: Employee services - personnel management
B. Description: Records related to the disclosure of secondary employment.
C. Retention: destroy one year from close of calendar year in which created
[1.21.2.227 NMAC - N, 10/01/2015]

- 1.21.2.228 EMPLOYMENT ELIGIBILITY VERIFICATION (I-9):**
A. Category: Employee services - personnel management
B. Description: Records related to employment eligibility verification form I-9.
C. Retention: destroy three years from date of separation from employment
[1.21.2.228 NMAC - N, 10/01/2015]

- 1.21.2.229 EVALUATIONS - PERFORMANCE:**
A. Category: Employee services - personnel management
B. Description: Performance evaluations and related records.
C. Retention: destroy three years from date of separation from employment

[1.21.2.229 NMAC - N, 10/01/2015]

1.21.2.230 GRIEVANCES AND INVESTIGATIONS:

- A. **Category:** Employee services - personnel management
- B. **Description:** Records related to filing of grievances and investigations related to employees.
- C. **Retention:** destroy three years from date of separation from employment

[1.21.2.230 NMAC - N, 10/01/2015]

1.21.2.231 LEAVE RECORDS:

- A. **Category:** Employee services - personnel management
- B. **Description:** Employee leave records and related records.
- C. **Retention:** destroy one year from close of fiscal year in which created

[1.21.2.231 NMAC - N, 10/01/2015]

1.21.2.232 MILITARY FILES:

- A. **Category:** Employee services - personnel management
- B. **Description:** Records related to military service.
- C. **Retention:** permanent, transfer to archives 62 years from date file closed

[1.21.2.232 NMAC - N, 10/01/2015]

1.21.2.233 PERSONNEL FILES - CONTRIBUTING:

- A. **Category:** Employee services - personnel management
- B. **Description:** Records related to an individual government employee who contributes to a retirement plan, does not include medical files.
- C. **Retention:** destroy 50 years from date file created

[1.21.2.233 NMAC - N, 10/01/2015]

1.21.2.234 PERSONNEL FILES - NON-CONTRIBUTING:

- A. **Category:** Employee services - personnel management
- B. **Description:** Records related to a temporary individual government employee who does not contribute to a retirement plan, does not include medical files.
- C. **Retention:** destroy three years from the date file closed

[1.21.2.234 NMAC - N, 10/01/2015]

1.21.2.235 TIME AND ATTENDANCE:

- A. **Category:** Employee services - personnel management
- B. **Description:** Records related to reporting and approving employee attendance.
- C. **Retention:** destroy one year from the close of the fiscal year in which file closed

[1.21.2.235 NMAC - N, 10/01/2015]

1.21.2.236 VOLUNTEER FILES:

- A. **Category:** Employee services - personnel management
- B. **Description:** Records related to volunteers.
- C. **Retention:** destroy three years from date file closed

[1.21.2.236 NMAC - N, 10/01/2015]

1.21.2.237 - 1.21.2.240 [RESERVED]

1.21.2.241 CONTRIBUTIONS:

- A. **Category:** Employee services - retirement administration
- B. **Description:** Records related to employee contributions to retirement or pension funds.
- C. **Retention:** destroy 65 years from date file created

[1.21.2.241 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.242 MEMBER FILES - BENEFITS EXHAUSTED:

- A. **Category:** Employee services - retirement administration
- B. **Description:** Record related to membership in retirement funds and plans for retired employees.
- C. **Retention:** destroy five years from date file closed

[1.21.2.242 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.243 MEMBER FILES - OTHER:

- A. **Category:** Employee services - retirement administration

B. Description: Record related to membership in retirement funds and plans for former employees who are not eligible for retirement benefits.

C. Retention: destroy 65 years from date file closed
[1.21.2.243 NMAC - N, 10/01/2015; A, 11/30/2015]

1.21.2.244 - 1.21.2.245 [RESERVED]

1.21.2.246 RECRUITMENT:

- A. Category:** Employee services - staffing and recruiting
- B. Description:** Records related to recruitment of employees.
- C. Retention:** destroy three years from date file closed

[1.21.2.246 NMAC - N, 10/01/2015]

1.21.2.247 POSITIONS AND CLASSIFICATIONS:

- A. Category:** Employee services - staffing and recruiting
- B. Description:** Records related to preparation of job descriptions and position classifications.
- C. Retention:** destroy three years from date file closed

[1.21.2.247 NMAC - N, 10/01/2015]

1.21.2.248 - 1.21.2.250 [RESERVED]

1.21.2.251 COURSE MANAGEMENT:

- A. Category:** Employee services - training management
- B. Description:** Records related to management of courses not identified in other classifications.
- C. Retention:** destroy five years from date file closed

[1.21.2.251 NMAC - N, 10/01/2015]

1.21.2.252 EMPLOYEE TRAINING FILES:

- A. Category:** Employee services - training management
- B. Description:** Records related to employee's training history.
- C. Retention:** three years after date of separation from employment

[1.21.2.252 NMAC - N, 10/01/2015]

1.21.2.253 INSTRUCTOR MANAGEMENT:

- A. Category:** Employee services - training management
- B. Description:** Records related to the management of training instructors.
- C. Retention:** destroy five years from date file closed

[1.21.2.253 NMAC - N, 10/01/2015]

1.21.2.254 TRAINING MATERIALS:

- A. Category:** Employee services - training management
- B. Description:** Records related to training and course materials not identified in other classifications.
- C. Retention:** destroy three years from date file closed

[1.21.2.254 NMAC - N, 10/01/2015]

1.21.2.255 - 1.21.2.260 [RESERVED]

1.21.2.261 CLAIMS:

- A. Category:** Employee services - workers' compensation and unemployment
- B. Description:** Records related to workers' compensation and unemployment claims.
- C. Retention:** destroy three years from date file closed

[1.21.2.261 NMAC - N, 10/01/2015]

1.21.2.262 EMPLOYER ACCOUNT FILES:

- A. Category:** Employee services - workers' compensation and unemployment
- B. Description:** Records related to employer accounts of workers' compensation and unemployment.
- C. Retention:** destroy four years from close of calendar year in which file closed

[1.21.2.262 NMAC - N, 10/01/2015]

1.21.2.263 REPORTS - INJURIES:

- A. Category:** Employee services - workers' compensation and unemployment
- B. Description:** Records related to reports of injuries resulting in no action or claim.

C. Retention: destroy two years from date file created
[1.21.2.263 NMAC - N, 10/01/2015]

1.21.2.264 UNDERWRITING:

A. Category: Employee services - workers' compensation and unemployment

B. Description: Records related to underwriting for workers' compensation and unemployment policies.

C. Retention: destroy 10 years from date file closed

[1.21.2.264 NMAC - N, 10/01/2015]

1.21.2.265 WCA ACCIDENT REPORTING:

A. Category: Employee services - workers' compensation and unemployment

B. Description: Records related to workers' compensation administration accident reporting.

C. Retention: destroy 60 years from date file closed

[1.21.2.265 NMAC - N, 10/01/2015]

1.21.2.266 - 1.21.2.300 [RESERVED]