

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

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

**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 such as:

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

**Record Retention Schedule 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/<br>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;  
school/college/departments may destroy any copies in their records

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

### **Required documents for faculty personnel files**

- Signed original letter of offer
- Addendums to original letter of offer
- Original signed faculty oath
- Letters of recommendation/references/commendations
- Contract of employment
- Official transcript of coursework
- Reappointment, promotion and tenure forms or letters and documents associated with
- 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
- Student and other teaching evaluations
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions
- Annual performance rating – open record form
- RTP – documents maintained in sealed envelope
- Tenure review – documents maintained in sealed envelope
- Promotion to professor review – documents maintained in sealed envelope
- Additional remuneration forms
- Background notification letter
- Memorandums of Understanding affecting pay

### **Required documents for University Staff employee personnel file**

- 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
- Background notification letter
- Work arrangement agreements (e.g., conditions of employment, flextime/flex place, work schedule)

### **Required documents for Classified Staff personnel file**

- 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
- 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)