

CHAPTER 11

THE PERSONNEL FILE

11.05 Retention

The personnel file will be retained per the General Records Retention Policy and Schedule for University of Wisconsin System for Human Resources records. Following the retention period, the personnel file is either destroyed confidentially or transferred to the University Archives for permanent preservation. See the University Records Management Program website for specific record schedules.~~in the employing department or unit for a period of at least six years past termination of appointment and then transferred to the University Archives for permanent preservation.~~ If an employee takes a position in a new department or unit, the personnel file remains in the former department. However, an employee who takes a new academic staff position may have copies of the personnel file records from a previous academic staff position placed in the personnel file required for the new position upon request.