

RECORDS INVENTORY AND RETENTION SCHEDULE

<b>Department</b>	<b>Item</b>	<b>Office Responsible</b>	<b>Recommended Retention Period</b>
<i>Department of Human Resources</i>	Human Relations Records (Including Curricula, Training Materials, Workshops)	EEO	<b>3 yrs. and until all audit requirements are met</b>
<i>Department of Human Resources</i>	Staff Development Records	EEO	<b>3 yrs. and until all audit requirements are met</b>
<i>Department of Human Resources</i>	Requests for Reasonable Accommodations	EEO	<b>One year from date of record or personnel action</b>
<i>Department of Human Resources</i>	Equal Employment Opportunity (EEO) Files (Including Complaints, Cases, General Correspondence)	EEO	<b>Permanent</b>
<i>Department of Human Resources</i>	EEO-1 Reports	EEO	<b>3 years</b>

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16