

Topic: Management of Inactive Official Agency Personnel Files

Personnel Files with a termination date prior to February 1, 2017

Upon termination of an employee from state service, an Official Personnel Record (P-file) will be kept in a standard folder (form DOA-15520; formerly OSER-DRMS-3) and retained at the agency for one year. After that, the P-file can be transferred to the State Records Center (SRC) for storage and held under the Records Disposition Authorization (RDA) HR000190. The P-file will be retained according to RDA retention and disposition; P-files are retained for total of 8 years after the date of termination. One year at the agency and seven years at the SRC. To request a pickup or delivery of P-file(s) follow these steps:

- a. Login on to the DOA website, www.doa.state.wi.us
- b. Under the "For State Employees" menu click "Record Center"
- c. In "Quick Links" click on "Forms"
- d. Complete the appropriate sections of form **DOA-3808, Inventory Pickup Request**. Follow the form instructions and email the completed form to:
DOADEORecordsCenter@Wisconsin.gov

Agency Personnel Offices should carefully enter the last name, first name, middle initial, and the termination date in an Excel spreadsheet. Each box of P-files sent to the SRC should include a spreadsheet listing the files inside. The electronic spreadsheet should be emailed to:
DOADEORecordsCenter@Wisconsin.gov

P-files should not include payroll files, payroll files are retained according to the Public Records Board's General Schedule for Payroll and Related Records. Upon arrival at the State Records Center, the employees full name, and termination date are entered into an electronic database (Versatile). P-files in the database are retrievable by name and a unique computer assigned identifier.

Chapter 180 of the Wisconsin Human Resources Handbook (WHRH) covers classified employee personnel records. Section 108.070 - Maintenance item 2. Records Center, outlines the responsibility the SRC assumes upon receipt of inactive P-files.

Personnel Files still active as of February 1, 2017

Personnel files created on or after February 1, 2017 will be scanned in an electronic format and uploaded into STAR HCM. P-files currently stored at the SRC will stay in their current format until they meet their retention period. If a former state employee is reactivated, the P-file will not return to the SRC and will be scanned by the agency. *Reference the Division of Personnel Management, Merit Recruitment and Selection Bulletin DPM-0437-AO/MRS* (<http://doa.wi.gov/asp/bulletins/bulletins.asp?sort=3&sortdir=DESC>).

If you have further questions call or email the SRC Order Desk at (608) 266-2995,
DOADEORecordsCenter@Wisconsin.gov