

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Michelle Dineen	DATE SUBMITTED: 06/15/10	SECTION: Administrative	
BOARD APPROVED ON: 08/10/14	DATE REVISED: 08/17/16, 02/21/18	SUBJECT: Record Retention	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/21/18, 11/21/18, 11/18/20, 11/18/2022		POLICY #: EA-011	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to maintain all records as required by all federal, state and local regulations.

III. STANDARDS

- A. Unless otherwise indicated in this policy, records are to be retained for twenty (20) years from the date service and seven (7) years from the creation of administrative records. Records, regardless of format, must be properly retained and remain accessible during the entire retention period.
- B. Malicious destruction of administrative or individual supported records including electronic media, computer hardware, hard copy or electronic versions will result in immediate corrective/disciplinary action. The degree of disciplinary action imposed is determined by the severity of the offense.
- C. The destruction of applicable records is to immediately cease in the event of:
 - a. Receipt of a Freedom of Information (FOIA) request
 - b. Litigation initiated against BWDH
 - c. An audit
 - d. An investigation
- D. The following employee information records are maintained in segregated personnel files:
 - a. Pre-employment testing results and background check information
 - b. I-9 forms
 - c. Benefits plan and employee medical records
 - d. Health and safety records
 - e. General employee personnel records

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Designee

- 1. Ensures retention/disposal of records in accordance with this policy.