

Transferring HR Records



The Records & Information Management Office can help you prepare and transfer your personnel records to central Human Resources.



PREPARE YOUR RECORDS

- Organize records by year of employee termination, not alphabetical order
- Box records so that:
 - The range of termination dates in one box doesn't exceed five years
 - Current employees are separated out



CREATE AN INVENTORY

In an Excel spreadsheet, create a box list of employees by last name, first name, and year terminated.



DESTROY ELIGIBLE RECORDS

- Complete and submit a Certificate of Records Destruction (RM3) for:
 - Employees who terminated before 1972
 - Search and hiring records closed more than three years



CONTACT RIM - WE'LL TAKE CARE OF THE REST!

