

Executive

Human Resources

Records Liaison: Lynne Thomas

HmnRrsBens1 Medical Insurance

HmnRrsBens1.1 Contracts

Includes all documentation regarding the contracts with Medical Insurance providers.

Retain current plus 6 years.

HmnRrsBens1.2 Enrollment Files

Includes all documentation regarding employee's enrollment for Medical Coverage.

Retain current plus 6 years.

HmnRrsBens1.3 Payment/Reports

Includes but is not limited to, all documentation regarding payments to Medical Providers and all reports generated.

Retain current plus 6 years.

HmnRrsBens2 Life Insurance

HmnRrsBens2.1 Contracts

Includes all documentation regarding the contracts with Life Insurance providers.

Retain current plus 6 years.

HmnRrsBens2.2 Enrollment

Includes all documentation regarding employee's enrollment for Life Insurance

Retain current plus 6 years.

HmnRrsBens2.3 Reports

Includes all reports generated.

Retain current plus 6 years.

HmnRrsBens3 Cobra

HmnRrsBens3.1 Notice of Eligibility

Includes notices of employees who are eligible for Cobra.

Retain current plus 6 years.

HmnRrsBens3.2 Employee Files

Includes but is not limited to files kept on employees who are active/inactively enrolled in Cobra

Retain current plus 6 years.

HmnRrsBens4 Dental

HmnRrsBens4.1 Contracts

Includes all documentation regarding the contracts with Dental Insurance providers.

Retain current plus 6 years.

HmnRrsBens4.2 Enrollment

Includes all documentation regarding employee's enrollment for Dental Insurance.

Retain current plus 6 years.

HmnRrsBens4.3 Reports

Includes all reports generated.

Retain current plus 6 years.

HmnRrsBens5 Flex Plan

HmnRrsBens5.1 Contracts

Includes all documentation regarding the contracts for the Flex Plan.

Retain current plus 6 years.

HmnRrsBens5.2 Enrollment

Includes all documentation regarding employee's enrollment for the College's Flex Plan.

Retain current plus 6 years.

HmnRrsBens5.3 Reimbursements

Includes all employee reimbursements who are enrolled in the Flex Plan.

Retain current plus 6 years.

HmnRrsBens6 Disability Insurance

Includes documentation regarding the colleges Disability Insurance.

Retain current plus 6 years.

HmnRrsBens7 Pension Records

Includes documentation regarding employee's pension.

Retain current plus 6 years.