



## Human Resources Department

**DATE:** June 21, 2022  
**FROM:** Leanne Schmidt, Human Resources Director  
**ITEM:** Destruction of Old Human Resources Files

**REQUEST:**

Requesting approval to have 20 boxes of Human Resources records shredded and destroyed.

Please place this item on the June 28, 2022, City Commission meeting agenda.

**BACKGROUND INFORMATION:**

The Human Resources Department has identified many records dating from 2008 to 2015 to be destroyed in accordance with the ND State Retention Records. This consists of – 5 boxes of 2015 payroll files, five boxes of 2015 termed employee files, two large boxes of 2015 hiring processes, one box of 2015 Purchase Order Requisitions and Law Enforcement Exam receipts, and one box of Job Certification lists from 1946 - 2015 and 6 boxes of Employee Evaluations from 2008 – 2015.

**RECOMMENDED CITY COMMISSION ACTION:**

Requesting approval to have 20 boxes of Human Resources records shredded and destroyed.

**STAFF CONTACT INFORMATION:**

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