



## **COUNTY OF CURRITUCK**

Human Resources Department  
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The Human Resources Department respectfully requests permission to shred the following files:

- Resolved Employee Grievance files (Dates from 2002-2009)
  - Record Retention is 2 years
- Terminated Employee Files that are not part of Personnel Record
- Currituck County Welfare Department Retirement Registers & Contribution Reports (1968 – 1972)
- FORM 5500 Reporting (supplemental benefit plan details – 1997-2003)
- Unemployment Filing/Claim/Reports (dated 2009 – 2013)
  - Record Retention is 5 years
- FMLA Files 2018, 2019, 2020
  - Record Retention is 1 year after completion of FMLA