



**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO. 08-72

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Personnel Records (Division-Wide)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Agency Personnel Files for Permanent Employees <i>Complete work history of individual while employed by the State; including adverse actions, notices of proposed action for unacceptable employee performance, leave records, awards and letters of commendation and training records</i> Record copy Duplicate copies	Record copy in HR Retain until administrative need ends then destroy	Send to HR for review before destroying Destroy by shredding Keep in locked cabinet
2.	Agency Personnel Files for Temporary Employees <i>Copies of correspondence and forms maintained in the personnel file of a temporary employee</i> Record copy Duplicate copies	Record copy in HR Retain until administrative need ends then destroy	Send to HR for review before destroying Destroy by shredding Keep in locked cabinet
3.	Course Announcement Files (Training or Education) <i>Reference files of pamphlets, notices, catalogs and other documents that provide information on courses or programs</i> Record copy Duplicate copies	Retain until superseded or obsolete then destroy Retain until no longer needed then destroy	These documents generally are non-records

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kitchens</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-25-2008</i>
Attorney General's Signature <i>John Suthers by Laurie Rotheman</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>David [Signature]</i>	Date <i>4/24/08</i>

**NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY
PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.**



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Position Descriptions (PDQs) <i>Files describing established positions classified for the Division</i> Record copy Duplicate copies	Record copy in HR Retain until superseded or obsolete then destroy	Destroy by shredding Keep in locked cabinet

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State Archivist's Signature <i>Terry Kitchner</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date <i>4/25/08</i>

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