



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

ARCHIVES NO.
 14-08

DEPARTMENT Public Health and Environment	DIVISION Operations	SECTION Office of Human Resources	PERMANENT <input checked="" type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Official Personnel Files <i>This records series may include: applications, appointments, classifications, promotions, evaluations, separations, conflict of interest, awards, commendations, corrective and disciplinary actions, grievances, and orders.</i>	Permanently retain core data	
2.	Position Records <i>This records series may include: PDQs, Job evaluation records, FLSA status, creation and abolishment.</i>	(4) years or until revised and then destroy.	
3.	Examination Files <i>This records series may include: announcements, job analyses, subject matter experts, keyed copy of each component of exam, individual responses, scoring scheme, eligible list.</i>	(2) years after eligible list is abolished, except when there is a charge of discrimination and then maintain until resolved	
4.	Medical Records <i>This records series may include: Workers Comp reports, physicians' certifications, ADA information, FMLA forms, STD and LTD, drug testing reports.</i>	(6) years and destroy.	

Note: No record shall be destroyed that pertains to any legal case, claim, action or audit.

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>[Signature]</i>	Date 10/24/2013	Records Liaison Officer's Signature <i>[Signature]</i>	Date 10-18-2013
Attorney General's Signature <i>[Signature]</i>	Date 2/12/14	State Auditor's Signature <i>[Signature]</i>	Date 12-16-13

