

survey reports. In addition to these activities, the Public Records Examiner assisted the Archivist in evaluating records offered to the Hall of Records Commission.

Generally, during fiscal year 1953, State agencies were requested to retain their records until the survey of State records was completed. Consequently, only one retention schedule was established during the year. However, several agencies, because of need for space, filing equipment, or other reasons, offered selective groups of records to the Hall of Records Commission. In nearly all instances the records were refused by the Archivist and permission was received from the Board of Public Works for their destruction.

As a result of retention schedules issued in prior years or Board of Public Works approval for destruction of selective offerings, the destruction of unneeded record material continued at a high level during the year.

In reporting on the disposal actions during the year, retention schedules established have been considered first; next, records offered to the Hall of Records Commission for possible accessioning prior to their destruction are considered and finally, those records which have been destroyed and for which a Certificate of Destruction has been received are listed.

RETENTION SCHEDULES ESTABLISHED

DEPARTMENT OF STATE EMPLOYMENT AND REGISTRATION

At the request of the State Employment Commissioner, the following retention schedule was established for this Department on February 4, 1953:

<i>Title of Record</i>	<i>Retention Period</i>
Index of Application	(1) 15 years after separation from state employment or, (2) Until date of birth indicates individual has attained age 70 or, (3) 3 years after separation from state employment by reason of death.
Payroll Roster Cards (Inactive)	Microfilm and destroy 15 years after individual leaves state employment.