

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency
STATE COMMISSIONER OF PERSONNEL

2. Division or Bureau of Requesting Agency
ADMINISTRATIVE DIVISION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. 6. Recommendation of Hall of Records and Board of Public Works.

1. **EMPLOYEE QUESTIONNAIRE**

This two sided 8 1/2 x 11 questionnaire was filled out by State employees in 1921 at the time they were adopted into the Merit System. Since that time no use has been made of this material. Information on the form includes personal data of the individual, the place of work, supervision, compensation, hours of work, past employment, description of duties, and an evaluation by the employee's supervisor.

The date of entry into State service (prior to 1/1/21) is recorded on the Roster Card of the respective employee, and the questionnaire of employees still in active State service, have been filed in the respective employee's Employment History Folder.

RECOMMENDATION: Eliminate from files and destroy.

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Robert E. Hubbard
Signature

Supervisor, Merit System
Title

3/3/54
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/5/54
Date

Morris L. Radloff
Archivist

MAR 8 1954
Date

J. Melusker
Secretary