

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

SCHEDULE NO. 43
PAGE NO. 1

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. INDEX TO SEPARATED EMPLOYEES

A plain 3" x 5" index card is prepared for each separated employee, at the time of separation. The individual's name and date of separation are indicated. The index is used to withdraw and destroy Employees' Employment History Folders (Schedule 24), after 4 years of separation from State service. The cards are filed chronologically. After 4 years there is no value to the card for reference purposes. The file for the years 1952 and 1953 is housed in two desk top file boxes. The accumulation for the period 1949 to 1952 occupies less than 1/2 cubic foot. (The total accumulation is less than 1 cubic foot). The annual rate of accumulation is about 9 linear inches.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER SEPARATION FROM STATE SERVICE AND THEN DESTROY.

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2. INDEX OF APPLICATIONS (NEVER ENTERED STATE EMPLOYMENT)

The recommendation for this item applies only to the index cards pertaining to individuals who have never been employed by the State. (The index cards for former State employees are covered by a separate retention schedule).

All Index of Applications (5" x 5" Form SEC 111) are filed in straight alphabetical order whether presently employed, separated or never employed. The form indicates name, address, social security number, veteran's claim, date approved or disapproved, and entries for each examination taken with grades received and any remarks. The index cards for individuals never employed are useful for 3 years as a reference but have no value after that time. The total file occupies 110 drawers (5 1/2" x 5 1/2" x 17" for the years 1922 to date). It is estimated that approximately 50% of the index is composed of cards of

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7. Agency, Division or Bureau Representative

Ray E. Hubbard
Signature

Super. Maint System
Title

2/26/54
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. Radoff
Archivist

MAR 8 1954
Date

J. Melusker
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
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4.

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.

individuals never employed. The index was purged of cards in this category in 1945. Approximately 5,000 cards (1/2 cubic foot) are added to the index each year; nearly half are cards for applicants who never entered State employment. Upon approval of this schedule an estimated 10 cubic feet of index cards will be removed for destruction.

RECOMMENDATION: RETAIN CARDS FOR INDIVIDUALS NEVER EMPLOYED BY THE STATE FOR THREE YEARS AFTER DATE OF LAST APPLICATION AND THEN DESTROY.

3.

CORRESPONDENCE

This correspondence (generally 8 1/2" x 11") is with other State agencies and is concerned with the routine functions of the Commission. It is filed alphabetically by name of agency and chronologically therein. The file for the period 1946 to date occupies 3 drawers (4 1/2 cubic feet) in the office area and 2 drawers (3 cubic feet) for the years 1936 to 1945 in the 4th floor storeroom (total, 7 1/2 cubic feet). The annual rate of accumulation is approximately 1 cubic foot. Approximately 5 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

4.

EFFICIENCY RATING REPORTS

This file contains only satisfactory Efficiency Rating Reports (Form SEC 127, 8 1/2" x 11"). Unsatisfactory reports are recorded on employees' roster cards and then inserted in the employees' folder. No other record of satisfactory rating is maintained by the Commission nor does the Commission require the recording of such information at the agency level. (Once the unsatisfactory reports are inserted in the proper folder, little use of made of the satisfactory reports remaining in this file. The absence of an unsatisfactory record indicates report was satisfactory.) The satisfactory reports are filed by agency and alphabetically therein. They occupy 1 cubic foot for the years 1951 and 1952 and the annual rate of accumulation is 1/2 cubic foot. There will be no immediate destruction of these records.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RECEIPT AND THEN DESTROY.

5.

MEDICAL RECORD INDEX

This index to the Medical Examination Report is maintained on Form SEC 121 (3" x 5"). The information on the index is the name, address, birthdate, classification, department, and a statement as to whether approved or not. The examination reports to which it refers are retained by the Commission for 5 years. The destruction of the examination reports is covered in a separate retention schedule. After destruction of the examination reports, the index serves no useful purpose. The index is filed alphabetically and for the period 1937 to date occupies 12 double 3" x 5" drawers (3 cubic feet). The

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John F. Rainey
Commissioner

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SECRETARY
John F. Rainey
Secretary

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MAR 8 1954

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

present annual rate of accumulation is approximately 1 1/2 drawers. An estimated 1 cubic foot of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER DATE OF EXAMINATION AND THEN DESTROY.

6.

EMPLOYEES MEDICAL REPORTS

Occasionally an employee will request sick leave for a prolonged period due to injury or sickness. The material in this file (generally 8 1/2" x 11") consists of inquiries to the attending physicians and their replies. The reports are filed alphabetically by employee's name. Occasionally reports from one individual will contain 50 or more pages of information. After submission, review and decision of Medical Director, the Commission has little need for these reports which occupy 1 drawer (1 1/2 cubic feet) for the years 1947 to date. Their annual rate of accumulation is 3 or 4 linear inches. An estimated 6 linear inches of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

Approved
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APPROVED BY
BOARD OF PUBLIC WORKS

Date ... MAR 8 1954

J. Malvern
Secretary