

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

1. Requesting Agency

COMMISSIONER OF PERSONNEL

2. Division or Bureau of Requesting Agency

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. EMPLOYEES' EMPLOYMENT HISTORY FOLDER  
 An individual history folder is prepared for each Permanent employee included under the Merit System. The folders contain one or more of the following forms:

SEC-101 (11"x17") (Folded to 8½"x11" forming a four sided form).  
 Application for State employment.

SEC-107 (8½"x11") Appointing Authority's Report on Probationary Employee.

SEC-130 (8½"x11") Request for Temporary Appointment

SEC-154 (8½"x11") Probationary Efficiency Rating

SEC-400 (8½"x11") Request for Permanent Appointment to Reclassified Position

SEC-106 (6"x8½") Competitor's Identification Sheet

This folder may also contain:

Test Rating Sheets  
 Certification from Educational Institution  
 Copies of Disciplinary Notices (Permanent record of such action is on Form S.E.C. 133).

Copies of Form Letters:  
 Requesting Applicant to report for Examination  
 Information requests to applicant's former employees.  
 Report of Separation from Service  
 Correspondence

These records are necessary as long as the individual remains in the employ of the State. After separation, however, reference to the record declines sharply and after four years retention there is no further need for them. A record of the basic information found

7. Agency, Division or Bureau Representative

*Ruth E. Hubbard*  
Signature

Supervisor, Merit System

Title

1/7/54

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.

*Jan 8, 1954*  
Date

*Morris S. Radloff*  
Archivist

JAN 11 1954

Date

*J. Melusker*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4.  
Item

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in the folders is retained permanently on the Roster Card.

Information in the folders of separated employees is checked against the Roster card file to verify that separations have been for four or more years. They are also reviewed, prior to destruction, for any unsatisfactory history reports to ensure that such reports are permanently recorded. If the history of an individual is too lengthy to summarize on the card, the complete folder is transferred to the Records Folders File and retained permanently. (There are very few folders in this category.)

The folders are maintained in three sections; the first for employees other than hospital attendants occupies 75 drawers (113 cubic feet) for the period 1938 to date. The second for separated employees occupies 24 drawers (36 cubic feet) and 5 cubic feet loose for the period 1947 to date, and the third for hospital attendants occupies 9 drawers (13½ cubic feet) for the period 1938 to date. The folders in each file are in alphabetical order. It is estimated that 5 cubic feet of material will be disposed of upon approval of this schedule. There were 5,000 new permanent employees and 3,300 separation of permanent employees in 1953. This annual increment required an additional 10 drawers of filing space.

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

284fr

RECEIVED BY  
BOARD OF PUBLIC WORKS  
Date: JAN 11 1954

*J. Mccluskey*  
Secretary