

REQUEST FOR RECORDS RETENTION SCHEDULE
 To be submitted to the Records Management Division
 Hall of Records Commission

SCHEDULE NO. **146**

Hall of Records
Commission

PAGE NO. **1**

1. Requesting Agency: **DEPARTMENT OF EMPLOYMENT SECURITY**
 2. Division or Bureau of Requesting Agency: **EMPLOYMENT SERVICE DIVISION - LOCAL OFFICES**

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 | 6. Recommendation of Hall of Records and Board of Public Works.

1. EMPLOYER RECORD

Form No.: ESD-330 Employer Record
 ESD-330.1 Record of Employer Visits
 Size: 8 1/2" x 11"
 File Arrangement: alphabetical

The Employer Record form is prepared for each employer utilizing the services of the Division, except individual employers of domestic workers. The form shows name and address of employer, personnel officer, type of business, products, number of employees, working conditions, employee benefits, comments, etc. These cards are kept up to date by posting from the Record of Employer Visits (ESD 330.1) This form is prepared by the Employment Service Field Representative during his periodic visits to the employer.

- A** RECOMMENDATION: RETAIN THE EMPLOYER RECORD (ESD 330) WHILE ACTIVE PLUS THREE YEARS AND THEN DESTROY.
- B** RECOMMENDATION: RETAIN THE RECORD OF EMPLOYER VISITS (ESD 330.1) FOR THREE YEARS AND THEN DESTROY.

2. REGISTRATION CARD

Form No.: ESD -511
 Size: 8" x 10" (folder to 5" x 8")
 Dates: 1953 - -
 File Arrangement: occupational code number
 Index: alphabetical - Form ESD-507 on 3" x 5" cards

Approved Hall of Records Commission

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7. Agency, Division or Bureau Representative

Walter J. ... Chairman | *April 6, 1955* 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.

April 7, 1955 Date | *Morris S. ...* Archivist | *APR 11 1955* Date | *McLusker* Secretary

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.
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The Registration Card gives a brief statistical history of the registrant; education and work history, job referrals, social security number, etc. The cards are retained in the active file until the applicant finds work or fails to renew the registration. Every 30 days the inactive cards are removed and placed in the inactive file. The index card is removed and stored at the same time. The registration is reopened if the applicant returns within one year; after that time a new registration is required. It has been the practice to destroy records which have been inactive for 15 months. In the future the cards will be retained for three years, only to meet statutory requirements. (Chapter 437, Acts of 1953). The recommendation below applies to the Registration and Index Cards.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

3. ORDER FORM

Form No.: ESD - 514
Size: 5" x 8"

A by-product of the job placement service is the Order Form. This sheet shows the name of the prospective employer, names of the applicants being referred to him and the job description. The action taken is posted to the applicant's Registration card. This form is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date..... APR 11 1955

J. Melusca
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Secretary