

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

SCHEDULE NO. **380**
PAGE NO. **1**

1. Requesting Agency: **DEPARTMENT OF MENTAL HYGIENE**
2. Division or Bureau of Requesting Agency: **DIRECTOR OF PERSONNEL**

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. CLASSIFICATION FOLDERS

Size: 8 1/2" x 11"
Dates: 1955 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: By program and therein by position

This file contains position descriptions and specifications and correspondence with the Commissioner of Personnel concerning individual positions in the Central Office and Mental Institutions. Other records filed in each folder include Application for State Employment (SRO 101), Central Office memos authorizing personnel to be hired, copies of letters sent to prospective applicants by the Commissioner of Personnel. Records basic to classification actions are maintained by the Commissioner of Personnel. The material in the Classification Folder file is filed for information purposes only.

RECOMMENDATION: RETAIN WHILE POSITION IS IN EFFECT. DESTROY MATERIAL RELATING TO ANY POSITION WHICH BECOMES OBSOLETE FOR REASONS OTHER THAN A CHANGE IN TITLE, PROVIDED THAT THE RECORDS ARE AT LEAST THREE YEARS OLD.

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

R. K. Barnes
Signature

Chief, Division of Administration
and Finance

Title

12/5/1960

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.

12/7/1960

Date

Morris S. Padoff
Archivist

DEC 1 1960

Date

Lucien Stulick
Secretary

Secretary

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.
-------------	---	---

2. INSTITUTIONAL CORRESPONDENCE FILE (MEDICAL FILE)

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 2 drawers (4 cubic feet)
 File Arrangement: By institution and therein by name of individual or type of record

This file is concerned with supervision of institutional personnel management by the Director of Personnel. It includes correspondence, reports, and records pertaining to applicants, active and former employees, and general personnel matters. Correspondence with hospital superintendents and personnel managers is concerned with applicants for institutional professional positions; correspondence with the Commissioner of Personnel relates to such matters as salaries and promotions; other categories of correspondence consist of case folders relating to disciplinary suspensions, inquiries from prospective position applicants, actual applicants, and separated doctors. Reports in the file include Position Vacancy Reports (DMH 125, bi-weekly from institutions to Central Office) and Labor Turnover Reports (DMH 402 and 403, monthly, covering appointments and terminations).

- A. RECOMMENDATION: RETAIN RECORDS OF SEPARATED EMPLOYEES FOR FIVE YEARS AFTER TERMINATION OF EMPLOYMENT AND THEN DESTROY.
- B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY. RETAIN POSITION VACANCY AND LABOR TURNOVER REPORTS FOR ONE YEAR IN OFFICE. THEN TRANSFER TO RECORD CENTER AND RETAIN THERE FOR TWO ADDITIONAL YEARS. THEN DESTROY.

3. GENERAL FILE (ALL HOSPITALS)

Size: 8½" x 11"
 Dates: 1950 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: By institution and therein by subject or type of record

The General File contains various categories of data required for information purposes, preparation of personnel statistics, and budget formulation. These categories consist primarily of correspondence on such subjects as overtime, sick leave, budget, hours of work, ratios of institutional staff to patient population, position reclassifications (including form SEC 138, Request for Reclassification of Position; form SEC 124, Classification Questionnaire), training, uniforms, separation statistics, program development, and general personnel policies.

RECOMMENDATION: RETAIN PERMANENTLY ALL RECORDS PERTAINING TO PROGRAM DEVELOPMENT AND POLICY FORMULATION. RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

DEC 13 1950

Andrew Healed, Jr.
SECRETARY

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.
-------------	---	---

4. INFORMATION FILE (PERSONNEL RECORDS—Central Office)

Size: 8½" x 11"
 Dates: 1950 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: Alphabetical by subject or type of record

This is an information file on Central Office personnel matters such as salary surveys and disciplinary actions. Correspondence in this file is largely with the Commissioner of Personnel and relates to recruiting and classification actions on individual positions in the Central Office. The file also contains case folders on current and former employees of the Central Office. Each folder includes the following records:

- Application for Employment (SEC 101)
- New Appointment Reports (DMH 875)
- Correspondence with Commissioner of Personnel
- Notifications of end of probationary period

RECOMMENDATION: RETAIN RECORDS OF INDIVIDUAL EMPLOYEES UNTIL SEPARATION AND FOR FIVE YEARS THEREAFTER. THEN DESTROY. RETAIN ALL OTHER MATERIAL FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
 BOARD OF PUBLIC WORKS
 DEC 15 1960
Andrew Steubert, Jr.
 SECRETARY