

III. RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY

PERSONNEL SERVICES

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-10

This Schedule Lists Only Those Records  
Created and Used by the

Office of the Secretary  
Personnel Services

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Office of the Secretary  
Personnel Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>PERSONNEL RECORD CARDS:</u></p> <p>5" x 8" cards maintained for the entire department. Data on each card includes employee's name, address, social security number, retirement number, telephone number and birth date. Columns are provided for recording personnel actions and the nature of action, classification, effective date, class code, grade, step, annual and bi-weekly salaries.</p>	<p>Retain for three (3) years after employee separation or retirement, then destroy.</p>
2.	<p><u>POSITION SPECIFICATION SHEETS:</u></p> <p>State Department of Personnel job specification sheets.</p>	<p>Destroy when superseded or rescinded.</p>

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75  
Date

Edward L. ...  
Archivist

Date

...  
Secretary