

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-60

This schedule supersedes Schedule 822 (dated 7/10/80).

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Division of Labor and Industry
Employment Agencies

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>EMPLOYMENT AGENCY LICENSING FILES</u></p> <p>These files contain documentation of each employment agency's activities including applications, bonds, records of all complaints, and correspondence.</p>	<p>Retain for the duration of the bond, usually twelve (12) years, then destroy.</p>
2.	<p><u>EMPLOYMENT COUNSELOR LICENSING FILES</u></p> <p>These cards consist of each employment counselor's application for employment in this field. Comments about adverse activities would be noted here.</p>	<p>Retain for five (5) years after counselor has become inactive; Then destroy.</p>
3.	<p><u>CORRESPONDENCE FILES</u></p> <p>General correspondence not related to the licensed agencies and replies from past employers of employment counselors are found in these files.</p>	<p>Retain for three (3) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

5/20/87 Joseph T. Seidel

5/20/87 Nancy S. Burkheim

Date

Signature

Director of
Administration

Deputy Commissioner

Title

Schedule Authorized by
Hall of Records Commission

6/21/87

Date

State Archivist

State Archivist