

DEPARTMENT OF GENERAL SERVICES
Records Management Division
This Schedule Supersedes Schedule 612-10

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		Office of the Secretary Personnel Services
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>PERSONNEL RECORD CARDS:</u> 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.	Retain for three (3) years after employee separation or retirement, then destroy.
2.	<u>POSITION SPECIFICATION SHEETS:</u> State Department of Personnel job specification sheets.	Destroy when superseded or rescinded.

Schedule Approved by Department,
Agency, or Division Representative

8-21-91  Director
Adm. Svcs.
Date Signature Title

Schedule Authorized by

NOV. 21 1991 
Date State Archivist