

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 690-2A

PAGE
NO. I

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

ADMINISTRATIVE

AGENCY

DIVISION

Item
No.

Description

Retention

This item supersedes item 4 on Schedule 690-2, dated August 24, 1977.

Annual Efficiency Rating Report Cards (Efficiency Rating Reports)

4 IBM cards which contain the efficiency ratings for all State Employees. These cards are issued annually. The cards are issued by the employee's supervisor and signed by the employee.

Retain in office for one (1) year, transfer to a State Records Center for an additional twenty-four (24) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7-13-80

Date

[Signature]
Director

Signature

Title

7/28/80

Date

[Signature]
State Archivist

State Archivist