

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Personnel		Administrative
AGENCY		DIVISION
Item No.	Description	Retention
1	<p>This item supersedes Item 1 on Schedule 690-2 dated August 24, 1977.</p> <p><u>Employment History Folders</u></p> <p>An individual's history folder is prepared for each permanent employee included under the State Merit System. Employees' folders contain original application for State employment, MS 310, general correspondence in reference to employee, in addition to overall unsatisfactory efficiency ratings, and probationary reports exclusive of satisfactory reports.</p>	<p>Retain in office for one (1) year after employee has left State service. Transfer to State Records Center for an additional three (3) years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Schedule Authorized by Hall of Records Commission

Date

Signature

Title

Date

State Archivist