

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 690-2E

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NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

ADMINISTRATIVE

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>This item supersedes 690-2 Item 1, 690-2B Item 1, and Schedule 690-2D Item 1 dated September 19, 1986.</p> <p><u>EMPLOYEES' 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>a) Active document</p> <p>b) Inactive microfilm</p>	<p>Microfilm and destroy.</p> <p>Retain in office for four (4) years after employee has left State service, then send inactive microfilm to State Archives.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10-27-86

Date

Signature

Title

11/10/86

Date

State Archivist