

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

Salary Administration & Position Classification

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Salary Plans</u></p> <p>The salary plan is an alphabetical listing of all classifications under the salary jurisdiction of the Secretary of Personnel, together with the official salary for such classifications.</p>	<p>Retain permanently; offer to the Archives Division of the Hall of Records Commission when they become inactive.</p>
2	<p><u>Contracts</u></p> <p>The Department of Personnel has the legal responsibility to review certain State Highway Administration contracts for services. All approved and disapproved contracts are retained.</p>	<p>Retain in office for three (3) years, then destroy.</p>
3	<p><u>Board of Public Works Forms</u></p> <p>Requests a supporting documentation for submission to the Board of Public Works to establish new classifications or to adjust the salaries of existing classifications.</p>	<p>Retain in office for three (3) years, then destroy.</p>
4	<p><u>Standard Salary Board Material</u></p> <p>Official Minutes and documentation of the Standard Salary Board. Board no longer exists.</p>	<p>Retain permanently; offer to the Archives Division of the Hall of Records Commission when they become inactive.</p>
5	<p><u>Annual Salary Review Material</u></p> <p>Agency requests and documentation for Annual Salary Review presentation. All requests are reviewed and recommendations are made by the Department of Personnel.</p>	<p>Retain in office for three (3) years, then destroy.</p>
6	<p><u>Special Studies</u></p> <p>This file contains copies of correspondence which pertains to statements of policy for special problems</p>	<p>Retain in office for three (3) years; offer to the</p>

Schedule approved by Department, Agency or Division Representative

John H. Kline  
Signature

Director Classification & Compensation Div 4/12/77  
Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77 Edward C. [Signature]  
Date Archivist

\_\_\_\_\_  
Date Secretary

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	<p>or which are out-of-channel communications. Correspondence includes policy responses prepared for the Governor's signature, communications with elected officials, statements of official posture on grievance matters, and communications with other States.</p>	<p>Archives Division of the Hall of Records Commission.</p>
7	<p><u>Study File</u></p> <p>This file contains forms MS-20, BB-40, and DBFP-40A from various agencies requesting initial classification of new positions or reclassifications of existing positions. Included are memoranda and correspondence related to the study of each individual position.</p>	<p>Retain most recent study on a position, destroy any prior study more than five (5) years old.</p>
8	<p><u>Position Description File</u></p> <p>This file contains copies of the Position Description (Form MS-22) which have been resubmitted by various agencies in conjunction with reclassification requests.</p>	<p>Retain most recent Position Description, destroy any prior Position Description more than five (5) years old.</p>
9	<p><u>Specification Books</u></p> <p>This file contains the most recently adopted or revised official job specifications. Specifications list the minimum qualifications required, examples of work, essential requirements, nature of work, and special information on examinations and appointments.</p>	<p>Retain permanently; remove specifications as they are revised and forward to Class History File.</p>
10	<p><u>Classification Surveys</u></p> <p>This file contains original copies of position classification survey performed by this division. Surveys cover occupational and departmental areas or units within departments.</p>	<p>Retain in office until resurvey, but at least three (3) years, then destroy.</p>
11	<p><u>Class History File</u></p> <p>This file contains the history of the class since it was established. Each folder contains a list of the specification adoptions, revisions and title and code changes.</p>	<p>Retain all officially signed and published specifications and any material relating to current and immediate preceding specifications. Destroy any other material more than ten (10) years old. Class histories for abolished classes should be offered to the Archives Division of the Hall of Records Commission.</p>

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12	<p><u>Acting Capacity File</u></p> <p>This file contains correspondence dealing with the approval or disapproval of certain individual acting capacity requests submitted by various State agencies.</p>	Retain in office for three (3) years, then destroy.
13	<p><u>Personnel Policy File</u></p> <p>Folders are maintained for Personnel Policies #2, 3, 7, 8, 12, and 19. Folders include pertinent correspondence, policy directives, and memoranda.</p>	Retain in office for ten (10) years, then destroy.
14	<p><u>Salary Rule .3A</u></p> <p>Correspondence relative to the application of Salary Rule .3A. Salary Rule .3A concerns the filling of a vacancy above the minimum salary rate applicable to the specific job classification.</p>	Retain in office for five (5) years, then destroy.