

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

Office of the Secretary
Deputy Secretary

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Legislative Auditor's Reports (Department of Personnel)</u></p> <p>This file contains letters of acknowledgement, examination reports, balance sheets, annual reports, and statements of income, expense and fund equity.</p>	Retain for ten (10) years from date of report, then destroy.
2	<p><u>Departmental Legislation</u></p> <p>Departmental legislation and associated correspondence.</p>	Retain for five (5) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Otto A. Klier
Signature

Dep. Secy.
Title

13 Apr 77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77 Edward Lopez
Date Archivist

Date Secretary