

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No: 1890  
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Agency  
Dept. Of Agriculture

Division/Unit  
Administrative Services  
Personnel, EEO, & Training

Supersedes  
Schedule 1677

Item #	Description	Retention
01	<u>MS-310 Form Files</u> - contain on each Personnel Management Service position within the Dept. Information on form includes name of incumbent, position number, its location, statical and fiscal data on position including employee group and collective bargaining designation, as well as personal information on the employee.	Retain in Office until current administrative value ceases and then transfer to State records Center for three (3) years, then destroy.
02	<u>Active Personnel Files</u> - contain applications, appointment letters, correspondence relating to new appointment., personnel payroll forms and information, personnel position action requests, retirement forms, charges for removal, commendations, counseling sessions, disciplinary actions, efficiency ratings, grievance actions, health insurance benefit forms, probation information, promotion information, resumes, suspension actions, training information, letter of recommendations, retirement information, transfer and dismissal information.	Retain in Office until current value ceases, status changes to In-Active Record See Item #3.
03	<u>In-Active Personnel Files</u> - contain applications, appointment letters, correspondence relating to new appointment., personnel payroll forms and information, personnel position action requests, retirement forms, charges for removal , commendations, counseling sessions, disciplinary actions, efficiency ratings, grievance actions, health insurance benefit forms, probation information, promotion information, resumes, suspension actions, training information, letter of recommendations, retirement information, transfer and dismissal information.	For first year after separation retain in the office, then transfer to State Retention Center for three (3) years, then destroy.

Schedule Approved by Department,  
Agency,  
or Division Representative  
Date April 30, 1997  
Signature Charles J. Tarrant  
Typed Name Charles J. Tarrant  
Title Chief of Personnel & Training

Schedule Authorized by State Archivist  
Date SEP 18 1997  
Signature Edward C. Lopez

04	<u>Employee Medical and Substance Abuse, FMLA, Leave Bank, and Donated Leave File</u>	Retain in Office until current administrative value ceases and then transfer to State records Center for three (3) years, then destroy.
05	<u>Testing Information and Files</u>	Retain in Office for three (3) years, then destroy.
06	<u>Recruitment and Selection Files</u> "SEE OLD ITEM #4"	Retain in Office for three (3) years, then destroy.
07	<u>Worker's Compensation and First Reports of Injury</u>	Retain in Office for three (3) years, transfer to State records Center for three (3) years, then destroy.
08	<u>EEO Files and Investigative Reports</u>	Retain in Office for three (3) year after final determination, transfer to State records Center for three (3) years, then destroy.
09	<u>Grievance, Settlement Conference and Court Files</u>	Retain in Office for three (3) years after final determination, then destroy.
10	<u>Agency Adverse Action Reports</u>	Retain in Office for three (3) years, transfer to State records Center for three (3) years, then destroy.
11	<u>EEO Annual Reports</u>	Retain in Office for three (3) years, transfer to State record Center for three (3) years, then destroy.
12	<u>Agency Training Reports</u>	retain in Office for three (3) years, transfer to State records Center for (3) years, then destroy.
Schedule Approved by Department, Agency, or Division Representative Date <u>April 30, 1997</u> Signature <u>Charles J. Tarrant</u> Typed Name <u>Charles J. Tarrant</u> Title <u>Chief of Personnel &amp; Training</u>		Schedule Authorized by State Archivist Date <u>Edward C. Papenfuss</u> <u>SEP 18 1997</u> Signature _____