



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section:

TITLE: Discipline Files

CUTOFF: Separation from Employment

DESCRIPTION: Files contain all pertinent information regarding discipline actions. This includes unacceptable conduct notices, suspensions, written reprimands, and dismissals. These files contain supporting documentation such as witness statements, performance appraisals, and investigations.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23061

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Grievance Files

CUTOFF: Final Resolution of Grievance

DESCRIPTION: Records documenting grievances filed against The Department of Social Services or (DSS) employees. May include, but not limited to grievance forms, investigative reports, pre-hearing reports, related correspondence, summary sheets, employee history information and decisions.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23247

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Labor Relations Files

CUTOFF:EOCY

DESCRIPTION: Files related to union activity in DSS

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8420

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section:

TITLE: Merit Registers

CUTOFF:EOCY

DESCRIPTION: Contains copies of completed merit registers and correspondence to applicants, interview packets which contain background checks and merit certifications for job openings.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8414

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Personnel Advisory Board Files

CUTOFF:EOCY in which case resolved

DESCRIPTION: Files include investigations, attorney work papers and supporting documents related to the preparation and presentation for administrative hearings. File will also include discipline file and official personnel file.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23062

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Personnel and Payroll Reports

CUTOFF:EOCY

DESCRIPTION: Reports relating to alphabetical listings by class and salary distribution and tenure.This report will provide the user with a large number of reporting capabilities surrounding employee pay. An employee list can be obtained of all positions with a base supplement (pay scale level) for an outside comparison to see if the level is within the authorization constraints.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8418

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section:

TITLE: Personnel Files

CUTOFF: Separation of employment

DESCRIPTION: Official documentation of employment history for Department of Social Services employees. Includes dates of hire, rehire and reason for separation. May include, but not limited to application, resume, MERIT testing, personnel actions, evaluations, applications for insurance and benefits, and training records. At time of retention, personnel files will be replaced with an approved summary card retained in lieu of the original file.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21038

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Shareleave Requests

CUTOFF: Separation of employment

DESCRIPTION: Files containing all pertinent information about specific employees shareleave requests including medical documents, employee request forms, leave authorized and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 16957

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Summary Card

CUTOFF: Separation of employment

DESCRIPTION: Summary cards contain the following pertinent information condensed from the personnel file: appointments, resignations, promotions, salary history, years of service, and all accumulated sick leave.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION:

SERIES: 23327

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section:

TITLE: Training Records

CUTOFF: Separation of employment

DESCRIPTION: Records for the development and monitoring of training courses to include, but are not limited to class rosters, evaluations and feedback forms, internal transcripts listing training taken by employees, certificates of completion, program and training development materials and course curriculum.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8427

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Unemployment Records

CUTOFF: Resolution of Claim

DESCRIPTION: Records include the employee's name and address, social security number, dates of hire/separation/re-hire, payment dates for cash and noncash wages, and the dates and hours worked.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8423

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010