



**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:** 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



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section:

**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:** Destroy

**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



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section: Office for Civil Rights

**TITLE:** Civil Rights Case Files

**CUTOFF:** Completion of Case

**DESCRIPTION:** All relevant documents related to Office for Civil Rights cases including correspondence, interview notes, service history, witness notes, complaint, supporting documents, case logs and employment related printouts. Reports are created by Human Resource Officers and Managers during civil rights investigations in accordance with Title II and Title VII of the Civil Rights Act of 1964.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 220

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Civil Rights Compliance Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Reviews for state contracted vendors including documents collected to facilitate Office for Civil Rights vendor compliance reviews. "Compliance review" means an analysis and evaluation of the practices and policies of a recipient or "other party" subject to these guidelines as they relate to nondiscrimination in employment or the providing of services.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 222

**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: Office for Civil Rights

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**TITLE:** Employment Interview Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Employee statistical reports completed during the interview process. The information collected from these reports is used to update the Workforce Diversity Plan.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 215

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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