



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Human Resources Branch

Division: Business Division

Sub-Section:

TITLE: Members' Insurance Records

CUTOFF: End of State Fiscal Year in Which Policy Expires

DESCRIPTION: Department-specific medical, prescription, and life insurance plans available to active and retired employees and their families. Records include enrollment forms and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21190

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Tuition Reimbursement

CUTOFF: Termination of employment

DESCRIPTION: Approved tuition costs are reimbursed upon successful completion of undergraduate/graduate courses that are job-related or part of a degree program consistent with the Department's mission. Records are maintained for individual employees and include Application for Tuition Reimbursement form, detailed billing that specifies the course taken and cost, approved grade notice, and documentation of any financial assistance received.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21198

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007