



**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:** End of State Fiscal Year in Which Reimbursement Occurs

**DESCRIPTION:** Records of reimbursed tuition costs for educational courses approved by the department. Records include, but are not limited to, applications for reimbursement, billing forms, course lists, approval notices, and documentation of financial assistance received by the applicant.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21198

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/25/2024