



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** 230-Allocated positions by class index

**CUTOFF:** WSO

**DESCRIPTION:** 230-Allocated positions by class index

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7288

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** 250-Alphabetical Listing of Employees

**CUTOFF:** WSO

**DESCRIPTION:** 250-Alphabetical Listing of Employees

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7293

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** 270-Employee by Class Index

**CUTOFF:**

**DESCRIPTION:** 270-Employee by Class Index

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7289

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** 280-Anticipated Action Report

**CUTOFF:** WSO

**DESCRIPTION:** 280-Anticipated Action Report

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7296

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** 440-Service Rating Notices

**CUTOFF:** WSO

**DESCRIPTION:** 440-Service Rating Notices

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7292

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** 600 - Affirmative Action

**CUTOFF:** WSO

**DESCRIPTION:** 600 - Affirmative Action

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7291

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** 770-Quarterly Leave Balance

**CUTOFF:** WSO

**DESCRIPTION:** 770-Quarterly Leave Balance

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7294

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** 780-Tenure Listing for additional accrual

**CUTOFF:** WSO

**DESCRIPTION:** 780-Tenure Listing for additional accrual

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7295

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Class specification file-merit system

**CUTOFF:** WSO

**DESCRIPTION:** Class specification file-merit system. Specifications for jobs in the Department of Health

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7271

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** Classification Questionnaire (MOPD# 15)

**CUTOFF:** WSO

**DESCRIPTION:** Classification Questionnaire (MOPD# 15): Lists job position, location of work, job description and Supervisor comments on employee requirements. (Destroyed when job is abolished, if not supervisory)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7276

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Department of Health Employee Identification Card File

**CUTOFF:** WSO

**DESCRIPTION:** Department of Health Employee Identification Card File-Card file showing who has ID cards and when it was issued.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7272

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** EEO Report on Appointments and Promotions

**CUTOFF:** WSO

**DESCRIPTION:** EEO Report on Appointments and Promotions

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7298

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** Expenditure and time reports from Local Health Units BA-26 and Personnel Report of Local Health Agencies BA-25

**CUTOFF:**

**DESCRIPTION:** Expenditure and time reports from Local Health Units BA-26 and Personnel Report of Local Health Agencies BA-25. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7280

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Grievances and Complaints (retained in current area for one year after final disposition)

**CUTOFF:**

**DESCRIPTION:** Grievances and Complaints (retained in current area for one year after final disposition)

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7297

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Inactive Personnel (after summary card prepared)

**CUTOFF:**

**DESCRIPTION:** Does not include terminations by dismissal.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22844

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** Merit examinations announcements-copy

**CUTOFF:** WSO

**DESCRIPTION:** Merit examinations announcements-copy-original in State Personnel Division

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7274

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Monthly Employee Attendance Record (PF-9)

**CUTOFF:**

**DESCRIPTION:** Monthly Employee Attendance Record (PF-9)

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7279

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Personnel Requisition and Certification (MOPD #1)

**CUTOFF:** WSO

**DESCRIPTION:** Personnel Requisition and Certification (MOPD #1): Form sent to State Personnel Division when a position is vacant. (retained for one year after fiscal year)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7278

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** Position Classification Card File

**CUTOFF:** WSO

**DESCRIPTION:** Position Classification Card File-Record of positions allocated by the State Personnel Division.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7277

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Record of Training of Employees

**CUTOFF:** WSO

**DESCRIPTION:** Record of Training of Employees: Generalized training

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7281

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Recruitment

**CUTOFF:**

**DESCRIPTION:** Recruitment

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7284

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of Human Resources

Division: Department Director's Office

Sub-Section:

**TITLE:** Service Awards Card File

**CUTOFF:** WSO

**DESCRIPTION:** Service Awards Card File-List of each employee length of service and awards they have receive

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7273

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989

**TITLE:** Structured Interviews

**CUTOFF:**

**DESCRIPTION:** Structured Interviews

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7283

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/13/1989