



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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 and Senior Services

Section: Directors Office

Division: Department Directors Office

Sub-Section: Office of Human Resources

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