



Agency Records Disposition Schedule

Department: Office of Administration

Section: Employee Services

Division: Division of Personnel

Sub-Section:

TITLE: Merit Applications

CUTOFF: WSO

DESCRIPTION: Files related to the evaluation of a job applicant's education, work experience, and other training or experience that results in a determination of eligibility and assignment of grade/score for one or more Merit classifications. Records include, but are not limited to, the applicant's completed Merit employment application(s), resume, educational documents, supplemental documentation concerning experience, state employment history records, correspondence, Division of Personnel rating devices used to assign grade/score when applicable, and supporting documentation regarding requested Veterans or Parental Preference points. Files created per 36.180.1 and 36.180.3 RSMo. and 1 CSR 20-3.010(3)(A) and 1 CSR 20-3.010(3)(B).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24078

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Merit Eligibility Investigations

CUTOFF: WSO

DESCRIPTION: Files related to the investigation of a job applicant's education, work experience, and other training or experience that results in a determination of eligibility and assignment of grade/score for one or more Merit classifications. Records include, but are not limited to, the applicant's completed Merit employment application(s), resume, educational documents, supplemental documentation concerning experience, state employment history records, correspondence, Division of Personnel rating devices used to assign grade/score when applicable, and supporting documentation regarding requested Veterans or Parental Preference points. Files created per 36.180.1 and 36.180.3 RSMo. and 1 CSR 20-3.010(3)(A) and 1 CSR 20-3.010(3)(B).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24079

SERIES STATUS: Approved

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