



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Personnel/Human Resources

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Equal Employment Opportunity Commission - Affirmative Action Material

CUTOFF:EOCY

DESCRIPTION: The State Equal Employment Opportunity "EEOC" Plan is revised by the Human Resources Division "HRD" annually and is located on the HRD's section of the Patrol's Internet. A copy of the Patrol's EEOC Plan is sent to the Department of Public Safety, which is attached to their EEOC Plan when submitted to the State. The Federal EEOC Plan is revised every two years. The original is kept in HRD and a copy is sent to the Budget and Procurement Division. The federal plan is used for federal grant purposes.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21281

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Promotional Process Files - Uniformed and Civilian

CUTOFF:EOCY

DESCRIPTION: (Civilian) These files contain information derived from the following: 1. Personnel file system 2. Interview questions and score sheets 3. Promotional examination (DE) (Uniformed) These files contain information derived from the following: 1. Personnel file system 2. Eligibility determined by minimum number of years of service prior to May 1st of the even numbered year. 3. Written Examination Points (Promotional examination - 50%) Maximum of 50 points 4. Troop and Division Promotional Points (30%) Maximum of 30 points 5. Oral Board (Troop and GHQ-15%) Maximum of 15 points 6. Longevity Points (Awarded based on years of service - 0 point/5 years; 1 point/6 years; 2 points/7 years; 3 points/8 years; 4 points/9 years; 5 points/10 years) Maximum of 5 points 7. List of standard questions used in Oral Board Interviews. 8. Copy of written examination.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21280

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Personnel/Human Resources

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Selection Process Files - Uniformed and Civilian

CUTOFF:EOCY

DESCRIPTION: (Civilian) These files contain information derived from the following forms:
1. Application a. Identification and Personal Data b. Education and Training 2. Typing Test 3. Polygraph examination 4. Background investigation 5. Oral interview board scores (Uniformed) These files contain information derived from the following forms: 1. Trooper Pre-employment inquiry a. Name b. Date of Birth c. Social Security Number d. Home Telephone Number e. Address f. Driver License Number and State g. Gender h. Race or Ethnic group 2. Application for Entry-Level Trooper a. Identification and Personal Data b. Education and Training 3. Written Examination scores 4. Fitness for Duty Assessment scores 5. Polygraph Examination 6. Background Investigation 7. Oral Interview Board scores 8. Psychological Examination and Interview 9. Medical Examination

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21279

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007