



RECORDS RETENTION AND DISPOSITION SCHEDULE

Personnel, Department of. Affirmative Action Section.

Agency: Affirmative Action Section		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	85-803	AGENCY FILE File consists of the annual Affirmative Action Plan or Policy Statement and documentation of good faith effort from each agency, as submitted to the State Personnel Department annually. [Record Series history note: This series was archival between 1985 and 1996. Previous retention, not applicable to current records: TRANSFER to the Indiana Archives, after three (3) years for weeding.]	MAINTAIN current and previous year's file for each agency. DESTROY the file for each year after receipt of two (2) successive plans.
2	84-922	EEO4 REPORT This biennial print-out is a report for the U.S. Equal Employment Opportunity Commission broken down by race, sex, salary and EEO job category within identified Job Functions. Retention based on 29 CFR 1602.30.	DESTROY after three (3) years.