



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Personnel, Department of. Employment Administration Division.

Agency: Employment Administration Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-830	<p><b>PAYROLL CHANGE SHEETS, STATE FORM 959</b></p> <p>Received from all state agencies, the form shows the employee's name, social security number, pay status and salary rate. Also shown are overtime hours, days lost, vacation, sick and personal leave. The originating agency, the Auditor of State's Office, and the State Personnel Department each retain a copy. This information is also available on Computer Output Microfiche (COM).</p> <p>This is the State Personnel Department's copy; the agency copy is retained under GRACC-1 on the General Retention Schedule.</p> <p>Disclosure of these records may be affected by IC 4-1-8-1. Retention based on IC 34-11-1.</p>	TRANSFER to the RECORDS CENTER six (6) months after receipt of the Payroll Change Sheet. DESTROY after an addition nine (9) years and six (6) months in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after receipt of the Payroll Change Sheet.
2	85-833	<p><b>PERSONNEL CORRESPONDENCE</b></p> <p>Correspondence with State Personnel Department about overtime, classification, compensation and other topics; also includes correspondence from the State Personnel Director and other divisions within the State Personnel Department. This is analogous to GRADM-3 on the General Retention Schedule, but has a longer retention period due to the possibility of personnel-related litigation. Retention based on IC 34-11-1.</p>	TRANSFER to the RECORDS CENTER at the end of the fiscal year. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional ten (10) years in the RECORDS CENTER.
3	84-907	<p><b>HRMSTAFF (HUMAN RESOURCES MANAGEMENT SYSTEM)</b></p> <p>Maintained electronically across multiple systems, records include information on state employees and positions by agency, organization code, and position number, including class code and title, fund/center, position status, position type, work status, working leader indicator, biweekly and annual salary, full time equivalent, and employee status, as well as hiring and performance data.</p> <p>THIS IS A CRITICAL RECORD. Disclosure of these records may be subject to IC 5-14-3-4(b)(8).</p>	<p>TRANSFER an annual report on state employee demographics by agency, including end-of-year headcount by job category, positions filled and vacated, and total compensation expenditure for the year to the Indiana Archives under RS GRPUB-2.</p> <p>Maintain data, system, and system documentation within agency until such time as the State Personnel Department no longer exists, then TRANSFER all system documentation and data to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.</p>
4	87-200	<p><b>PERSONNEL FILES</b></p> <p>Documentation of the employee's working career with the state of Indiana. Typical contents could include the Application for Employment, PERF forms, Request for Leave, Performance Appraisals, memos, correspondence, complaint/grievance records, miscellaneous notes, the Add, Rehire, Transfer, Change form from the Office of the Auditor of State, Record of HRMS Action, and/or public employee union information. Records may exist in paper or electronic format depending on creation date. Disclosure of these records may be subject to IC 5-14-3-4(b)(2)(3)(4) &amp; (6), and IC 5-14-3-4(b)(8).</p>	MAINTAIN permanently in agency for reference and employment verification purposes, until such time as the State Personnel Department no longer exists. Then TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, in a format approved by Indiana Archives staff.
5	84-1020	<p><b>APPLICATION FILE</b></p> <p>Includes applicant information and changes/updates; may also include answer sheet and verification of person taking exam, resume and transcript. Contained within the electronic Human Resources Management System. Disclosure of these records may be subject to IC 5-14-3-4(b)(3)(4) &amp; (8).</p>	Transfer to R.S. 87-200 if hired. If not hired, DELETE from Human Resources Management System after three (3) years.

6	95-13	<b>JOB BANK</b> Electronic job posting module of Human Resources Management System. Also included is documentation of requests from state agencies to post open positions to the job bank.	DELETE from Human Resources Management System after three (3) years.
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