



RECORDS RETENTION AND DISPOSITION SCHEDULE

Fair Commission, Indiana State

Agency: Fair Commission, Indiana State		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2015-16	<p>STATE FAIR COMMISSION PERSONNEL FILES</p> <p>The State Fair Commission's documentation of the employee's working career with the agency; this includes full-time, part-time, and temporary employees as well as paid and unpaid interns. 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. Disclosure of these records may be subject to IC 5-14-3-4(b)(2)(3)(4) & (6), and IC 5-14-3-4(b)(8)</p> <p>This is an exception to Record Series GRPER-5 on the General Retention Schedule for all state agencies, because the Indiana State Fair Commission is a quasi-state agency whose records are not collected by the Indiana State Personnel Department. Retention is based on IC 34-13-1-1 and guidance from the Indiana State Personnel Department.</p>	<p>MAINTAIN a list of previous employees permanently within the agency, based on the information found in the personnel files, including employment dates, classification, and rehire eligibility status.</p> <p>DESTROY all remaining records ten (10) years after the employee leaves the agency or at the conclusion of any litigation, whichever is later.</p>