



RECORDS RETENTION AND DISPOSITION SCHEDULE

Personnel, Department of. Director's Office.

Agency: Director's Office		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	80-1819	INDIANA STATE EMPLOYEES APPEALS COMMISSION FILE This material consists of transcripts, recordings and hearing materials of completed hearings before the State Employee's Appeals Commission, and other hearing materials.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after one (1) year.
2	80-1819	INDIANA STATE EMPLOYEES APPEALS COMMISSION FILE This material consists of transcripts, recordings and hearing materials of completed hearings before the State Employee's Appeals Commission, and other hearing materials.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after one (1) year.