



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Personnel, Department of. Compensation Division.

Agency: Compensation Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	84-1023	<b>MINIMUM QUALIFICATIONS - ORIGINALS</b> Minimum experience and training requirements for each merit classification; signed originals kept chronologically by date approved by Director of Personnel; includes notes, validation form, correspondence, old qualifications, tentative qualifications, copy of final approved qualifications. (Prior to July 1982 Personnel Board had this function).	TRANSFER to the RECORDS CENTER CENTER after five (5) years. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years.
2	96-123	<b>MISCELLANEOUS POLICY AND REFERENCE FILES</b> Includes documentation regarding compensation and classification policies, practices and exceptions.	TRANSFER to the INDIANA ARCHIVES after ten (10) years, for EVALUATION, SAMPLING or WEEDING, pursuant archival principles.
3	96-124	<b>AMENDMENTS TO PAY PLANS, SALARY SCHEDULES</b> Includes research documents, reports and policy statements resulting in changes to salary schedules and structures.	TRANSFER to the Indiana Archives, after ten (10) years, for EVALUATION, SAMPLING or WEEDING, pursuant archival principles.
4	96-126	<b>MONTHLY REQUEST LOG REPORTS</b> A register of correspondence and reports between this Division and state agencies regarding compensation transactions.	DESTROY after ten (10) years
5	96-127	<b>TURNOVER REPORTS</b> Printouts of employment trends within classifications compiled on an ad hoc basis from agency HRMS database.	DESTROY after five (5) years.
6	96-128	<b>SALARY SURVEY FILES</b> Reference materials compiled and collected by Compensation Analysts detailing salary comparisons with other states and entities. Includes copies of survey responses.	TRANSFER to the Indiana Archives, after five (5) years, for EVALUATION, SAMPLING, or WEEDING, pursuant to archival principles.
7	96-129	<b>GENERAL SALARY SURVEYS</b> Surveys on salary trends and comparisons purchased from outside agencies and consultants.	DESTROY when outdated or replaced.