



# 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	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.
2	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.
3	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
4	96-128	<b>SALARY SURVEY FILES</b> Files are electronic spreadsheets compiled and collected by Compensation Analysts detailing salary comparisons with other states and entities.	TRANSFER one (1) copy of electronic file to the INDIANA ARCHIVES five (5) years after creation for EVALUATION, SAMPLING or WEEDING pursuant to archival principles. DELETE agency copy after INDIANA ARCHIVES transfer and when no longer useful for reference purposes.