



RECORDS RETENTION AND DISPOSITION SCHEDULE

Personnel, Department of. Communications Division.

Agency: Communications Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	86-326	EMPLOYEE SUGGESTIONS - AWARDED File includes the Indiana State Employee's Suggestion, SF 922 or its substitutes. File is arranged by the assigned number, employee name and agency. It also typically includes any other state agency evaluation and/or correspondence and committee evaluation. Records are maintained in electronic format.	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles in a format approved by Indiana Archives staff, ten (10) years after the year of the suggestion award. DESTROY agency copy after verification of Indiana Archives transfer and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the year of award.
2	86-327	EMPLOYEE SUGGESTIONS - REJECTED File includes Indiana State Employee-s Suggestion, State Form Number 922. It also typically includes other state agency correspondence and/or evaluation and suggestion committee evaluation. Records are arranged by the assigned number, employee name and agency. They are also in electronic format.	DELETE electronic records five (5) years after the year of the suggestion award.
3	96-119	STATE EMPLOYEES' COMMUNITY CAMPAIGN File includes applications of charities that have applied for admission into the campaign, along with any related correspondence.	TPA: DELETE after five (5) years. Agency: If relationship between the agency and TPA ends, TRANSFER electronic records to agency and retain as above.