



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Personnel, Department of. Employee Relations Division.**

Agency: Employee Relations Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	97-04	<b>BACKGROUND RESEARCH</b> This includes research that was conducted to prepare for negotiations and other similar meetings with the unions. Disclosure of these records may be affected by IC 5-14-3-4(b)(2), (6), and (12).	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after five (5) years.
2	97-05	<b>COMMERCIAL DRIVERS' LICENSE (CDL) TESTING</b> Record consists of reports and records of the drug and alcohol tests that were conducted on state employees as required by federal statutes and rules. Disclosure of these records may be affected by IC 9-14-13-5. Retention based on 49 C.F.R. -382.401	TRANSFER to the RECORDS CENTER after two (2) years. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years.
3	97-06	<b>CHANGES/UPDATES TO: SENIORITY LISTS, STEWARDS LISTS AND BARGAINING LISTS</b>	TRANSFER to the RECORDS CENTER after five (5) years. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years.
4	97-07	<b>EMPLOYEE LEAVES FOR UNION BUSINESS</b> Requests from the unions (American Federation of State, County, and Municipal Employees (AFSCME), and the Unity Team) to release employees for union business.	TRANSFER to the RECORDS CENTER after five (5) years. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years.
5	97-08	<b>SENIORITY LISTS</b>	DESTROY one (1) year after the date of the last report.
6	97-10	<b>BARGAINING UNIT REPORT</b>	TRANSFER to the RECORDS CENTER after five (5) years. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years.