



RECORDS RETENTION AND DISPOSITION SCHEDULE

Personnel, Department of. Employee Relations Division.

Agency: Employee Relations Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	97-05	COMMERCIAL DRIVERS' LICENSE (CDL) TESTING 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.
2	2023-03	STATE PERSONNEL INVESTIGATION REPORTS Reports may include investigations conducted by Employee Relations staff, or by HR field staff imbedded within an agency, based on allegations of violations of State of Indiana Standardized Policies, Agency Policies, or other wrongdoing, by State of Indiana employees. Disclosure of these records may be affected by IC 5-14-3-4(b)(8).	TRANSFER to the RECORDS CENTER four (4) years after the year of the report. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principals after an additional three (3) years in the RECORDS CENTER.