

## Merit Employment Proposed Records Retention Schedule

(Contact person: Lyra Dickerson: 5-2721)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
				(CY: Current Yr)						
Merit Application Form (employees)	HR-Merit Empl.	CY + 3	CY	3	Yes	Yes	Yes	Paper	No*	File Cabinet
Merit Application Form (non-employees)	HR-Merit Empl.	CY + 3	CY	3	Yes	Yes	Yes	Paper	No*	File Cabinet
Merit requisitions & related info.	HR-Merit Empl.	CY + 3	CY	3	Yes	No	Yes	Paper	No*	File Cabinet
PERS (Personnel Employment Register System)	HR-Merit Empl.	CY + 3	CY	3	Yes	Yes	Yes	Mainframe		Backed up weekly?
P&S requisitions & related info.	HR-Merit Empl.	CY + 3	CY	3	Yes	No	Yes	Paper	No*	File Cabinet
Printed Job Lines (Merit and P&S)	HR-Merit Empl.	CY + 3	CY	3	Yes	No	Yes	Paper	No	Book binder
Professional Job Opportunities	HR-Merit Empl.	CY + 3	CY	3	Yes	No	Yes	Paper	No	Book binder
Office Correspondence of an Official Nature	HR-Merit Empl.	State-3 Federal-3	Permanent		Yes	No	No	Paper	No	File Cabinet
NOTES:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original. Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										
*Information about applicants and merit requisitions that is necessary to match applicants to jobs is maintained in a database on the mainframe.										