



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551351 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 0

Agency Series No.: 567-oag-50 **Record Series Title:** Equal Employment Opportunity New Hire Form

Record Series Description: Voluntary form completed by new hires containing demographics such as name, position hired for, race, gender, disability status, military status, and where they heard about the position opening. Information submitted to DAS for EEO-4 requirements and used by Department of Justice.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years, provided audited	DOJ has a 2 year reporting cycle. This allows for a year of review following the end of the cycle.	Shred
Machine Readable	3 years, provided audited	DOJ has a 2 year reporting cycle. This allows for a year of review following the end of the cycle.	Delete

Approvals:

Created		Date: 8/24/2010
Approved	Pari Swift, Records Officer	Date: 8/24/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 8/26/2010
Approved	Martin Meeks, State Auditor	Date: 9/2/2010
Approved	Fred Previts, State Archivist	Date: 9/9/2010

Notes:

Note Date	Note Description	User
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