



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

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**Series**  
**Authorization No:** 10551397      **Agency:** AGO      **Division:** HUMR      **Section:** NA      **Revision:** 0

**Agency Series No.:** 567-OAG-51      **Record Series Title:** Personnel Files

**Record Series Description:** File maintained for each employee which may include, but is not limited to items such as application/resume, new hire documentation, position descriptions, human resource requests, recommendations for hire, personnel actions, training records, change of address forms, emergency contact information, letters of commendation, policy and procedures acknowledgements, performance evaluations, disciplinary documents and separation records.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.

| Media            | Retention Period   | Retention Justification  | Method of Disposal |
|------------------|--|--|--------------------|
| Paper            | Retain portions used to verify employment, retirement, or OPERS contributions 50 years after separation. Purge all other records 6 years after separation. | An employee taking disability retirement has reinstatement rights for 5 years from the effective date of disability benefit (ORC 145.362, OAC 123:1-30-04). Long-term documents needed to verify employment, retirement & OPERS contributions. | Shred              |
| Machine Readable | until no longer of administrative value  | At times, it had been practice to scan files for internal convenience. The hardcopy (paper) file is the official record.   | Delete             |

### Approvals:

|                 |   |                        |
|-----------------|---|------------------------|
| <b>Created</b>  |   | <b>Date:</b> 12/2/2010 |
| <b>Approved</b> | Pari Swift, Records Officer               | <b>Date:</b> 12/2/2010 |
| <b>Approved</b> | Michael Hardenbrook, Record Administrator | <b>Date:</b> 1/13/2011 |
| <b>Approved</b> | Martin Meeks, State Auditor               | <b>Date:</b> 1/14/2011 |
| <b>Approved</b> | Fred Previts, State Archivist             | <b>Date:</b> 1/20/2011 |

### Notes:

| Note Date | Note Description | User |
|-----------|------------------|------|
|-----------|------------------|------|