

General Schedule 2

<u>Record Series No.</u>	<u>Record Series Title and Description</u>	<u>Retention</u>
GS2	Personnel and Payroll Records	
GS2.1	Personnel Files	See GRS9.1
GS2.2	Unsuccessful Applicants and Hiring Records	See GRS9.2
GS2.3	Personnel Request Files	See GRS9.3
GS2.4	Personnel Action Forms	See GRS9.1
GS2.5	Evaluation and Performance Reviews	See GRS9.1
GS2.6	Letter of Reprimand	See GRS9.1
GS2.7	Grievance Records	See GRS1.17
GS2.8	Probationary Reports	See GRS9.1
GS2.9	Incentive Program and Training Records	See GRS9.4
GS2.10	Labor Relations Records	See GRS1.17
GS2.11	Termination Records - Fired Employee	See GRS9.1
GS2.12	Affirmative Action/Equal Employment Opportunity Guidelines and Plans	See GRS9.5
GS2.13	Discrimination Complaint Case Files	See GRS 2.1(c)
GS2.14	Accident and Injury Reports and Logs	See GRS9.8
GS2.15	Employee Exposure and Medical Records	See GRS9.9
GS2.16	State and Local Government Information Report EEO-4	See GRS9.5

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<u>Record Series No.</u>	<u>Record Series Title and Description</u>	<u>Retention</u>
GS2.17	CETA Participants Records	See GRS9.13
GS2.18	CETA Program Records	See GRS9.13
GS2.19	Job Corps Participants Records	See GRS9.13
GS2.20	Job Corps Participants Counseling Records	See GRS9.13
GS2.21	Deceased Job Corps Participants Records	See GRS9.13
GS2.22	Job Corps Program Records	See GRS9.13
GS2.23	Payroll Records Documents relating to agency payroll. Included are payroll adjustment forms, exceptional hours reports, payroll registers, payroll adjustments, payroll distribution and analysis register.	Retain 4 years, then destroy. If adequate personnel records are not available, retain summary form of payroll records permanently.
GS2.24	Employee Time Sheets and Time Cards	Retain 4 years, then destroy.
GS2.25	Sick Leave Records	Retain 4 years, then destroy.
GS2.26	Vacation/Annual Leave Requests and Records	Destroy at discretion of agency.
GS2.27	Personnel Sign-out File	Retain 4 years, then destroy.
GS2.28	Personnel Absentee File	Retain 4 years, then destroy.

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