

## OFFICIAL PERSONNEL FOLDER PURGING CHART

### KEY

P=PURGE      T=TRANSFER TO NEW AGENCY  
S=SUPERCEDED BY MOST CURRENT

R=RETAIN IN OPF  
N=NEVER PURGE

\*=SEE SPECIAL INSTRUCTIONS

DOCUMENT	ACTIVE	TRANSFER	SEPARATION/ RETIREMENT	SPECIAL INSTRUCTIONS
ACCOUNTS RECEIVABLE NOTIFICATION	*	*	*	Does not belong in OPF – file with 674s
ADDITIONAL HISTORY	N	T	P	None
ADVERSE ACTION	*R	T	*R	If the penalty is an Official Reprimand it must be purged after 3 years – all others must remain in file
ALTERNATE WORK SCHEDULE (DGS OHR 64)	*	*T	*	Purge after 3 years
ANNUAL LEAVE ELECTION FORM	*	T		Purge after 4 years
ANNUAL STATEMENT OF LEAVE CREDITS	*	T		Purge after 4 years
APPLICATION	*R	T	*	Purge when employee separates/retires
APPOINTMENT DOCUMENT CHECKLIST (DGS OHR 70)	R	P	P	None
AWOL SEPARATIONS	N		N	None
CASUAL EMPLOYEE FRINGE BENEFITS (DCU-34)	N	N	N	None
CATASTROPHIC LEAVE REQUEST/DONATIONS	*	*T	*	Must be kept in employee's medical file; purge after 3 years
COBRA ELECTION/NON-ELECTION	N	T	*	Must be kept in employee's OPF
COUNSELING & INFORMAL COUNSELING MEMOS	*	*T	*	See MOU; if no provision, retain for 3 years; thereafter, retain until removal is requested from the employee
DENTAL INSURANCE (692)	*R	T	*S	Retain all, purge from OPF upon separation from DGS
DESIGNEE (243)	S	T	R	None
DIRECT DEPOSIT INFO (699)	S	T	P	Purge upon separation from DGS
DOCTOR'S STATEMENTS	*	T	*	Must be kept in employee's medical file
DRIVING RECORDS	S	R	P	None
EMERGENCY INFORMATION	S	*T	R	None
EMPLOYEE ACTION REQUEST	S	T	R	None
EMPLOYMENT OPPORTUNITY TRANSFER	P	*	*	Purge, Post and Bid supercedes
EMPLOYMENT TRANSFER DATA (612)	N	T	N	None
EMPLOYMENT VERIFICATION	P	*	*	Hold at the Personnel Specialist's desk for 60 days
ETHNICITY QUESTIONNAIRE	*	*	*	Document PAR and send form to SPB
FITNESS FOR DUTY	*	T	*	Must be kept in employee's medical file
FLEXELECT (701)	*R	T	*	Retain all until separation
GARNISHMENT	*	T	*	Personnel Specialist retains until the garnishment is satisfied; retain for 4 years from end of pay period; kept

DOCUMENT	ACTIVE	TRANSFER	SEPARATION/ RETIREMENT	SPECIAL INSTRUCTIONS
				in garnishment file; destroy after 5 years
GROUP LEGAL SERVICES ENROLLMENT FORM	S	T	*	Retain all purges from OPF upon separation
HARDSHIP OR REGULAR SALARY ADVANCE	*	*	*	Kept in the AR file and in the Salary Advance file after processed by Personnel Specialist
HEALTH INSURANCE (HBD-12)	*R	T	*	Retain all copies
HEALTH QUESTIONNAIRE/MEDICAL	*	T	*	Must be kept in employee's medical file until employee separates from State service; then retain for 5 years after separation (if employee disability retires, medical file is retrained indefinitely)(if in sealed envelope, open and discard envelope)
HEARING TEST (OSP)	*	*T	*	Must be kept in employee's medical file (if in sealed envelope, open and discard envelope)
I-9 (CITIZENSHIP)	*	T	*	Must be kept in I-9 file; purge if transferring to another department
IDP – YEARLY	*S	T	*	EXCEPTION: If there is evidence of possible adverse (punitive) action, purge after 5 years
INCOMPATIBLE ACTIVITIES STATEMENT	S	R		None
LEAP APPROVAL FORMS (MEMO)	*	*	*	Transitioning employees to regular classifications need to be kept in the OPF for 5 years
LEAP EVALUATION FORMS (273)	*	*	*	EEO retains this information
LEAVE BUY BACK (VACATION/ANNUAL LEAVE)	N	R		None
LEAVE CARDS	N	T		None
LEAVE RECONCILIATION	N	T		None
LETTERS OF CONGRATULATIONS/COMMENDATION	N	T		None
LIFE INSURANCE (698)	S	T		None
LIMITED LIGHT DUTY REQUEST	*	T	*	Must be kept in employee's medical file
LONG TERM DISABILITY INSURANCE (GS-1153-0)	S	T	*	Retain all
LT/TAU TERMINATIONS WITH FAULT	N			None
MEDICAL NOTES	*	T	*	Must be kept in employee's medical file (if in sealed envelope, open and discard envelope)
MEDICAL REPORT/HEALTH QUESTIONNAIRE (STD 610/STD910)	*	T	*	Must be kept in employee's medical file (if in sealed envelope, open and discard envelope)
MILITARY SERVICE INFORM	*R	T	*	Retain until employee separates from State service
MISC DEDUCTION CHANGE REPORT (650)	*R	T	*	Retain for 2 years from end of pay period involved
MSA/SISA CERTIFICATION OF SALARY ADJUSTMENT (DGS OHR 609)	*R	T	*	Approved – purge after 1 year Denied – purge after 3 years
NOTICE OF CLAIM FILED/COMPUTATION OF BENEFIT (DE 1545)	*	*	*	Should be in Unemployment folder in filing tub
NOTICES OF REJECTION DURING PROBATION	N	R		Retain all

DOCUMENT	ACTIVE	TRANSFER	SEPARATION/ RETIREMENT	SPECIAL INSTRUCTIONS
NOTICE OF PERSONNEL ACTION (NOPA)	S	T		None
OATH	S	R		None
OLD ROSTER/POSITION CARDS	N			None
OPTIONS LETTERS	*	T	*	Must be kept in employee's medical file
OUT OF CLASS ASSIGNMENTS	*	R	*	Must be kept in OPF and the Out of Class file
PERS "ARREARS" CONTRIBUTIONS (PERS 823)	*	T	*	Retain for 2 years from end of pay period involved
PERSONNEL ACTION REQUEST (PAR) (STD 680)	*	T	*	Retain for 4 years
PROBATION REPORTS (STD 636)	*R	T	*	Retain first, second and final report until superceded by first STD 637 (IDP); EXCEPTION: if there is evidence of possible adverse action (punitive) retain all three for 3 years plus current report; if no evidence, retain for 5 years (Government Code 19365 permits adverse action within 3 years of cause)
RAP SHEET (ARREST RECORDS)	*R	*	*	Must be kept in sealed envelope
REASONABLE ACCOMMODATION	*			Must be kept in employee's medical file
REALLOCATION FROM 4C TO 4A FOR OT PAY	*	*T	*	Purge after 3 years
RECONCILIATION OF LEAVE CREDITS	N	R		None
REPORT OF APPOINTMENT (904)	N	T		None
SAVINGS BOND (242)	S	T		None
SEPARATION CHECKLIST (DGS OHR 11)	S	R		None
SEPARATION DOCUMENT CHECKLIST (DGS OHR 71)	S	R		None
SICK LEAVE MOU PROVISION – ELECTION FORM	*R	*T	*	Purge after 4 years
STATE EMPLOYEE DISABILITY QUESTIONNAIRE (SPB 131) (NEW 6/2003)	*	*	*	Document PAR and send form to SPB
STATE SERVICE VERIFICATION	N	T		None
STATEMENT OF ECONOMIC INTEREST (700/730) (Conflict of Interest)	*		*	Retained by Conflict of Interest Filing Officer; purge after 7 years
SUBJECT TO PROPER PLACEMENT (STPP)	*	T	*	Must be kept in employee's medical file (if in sealed envelope, open and discard envelope)
TRAINING CERTIFICATES	*R	T	*	Retain all until employee separates
TRAINING AND DEVELOPMENT ASSIGNMENT	*	T	*	Kept in the T&D file; a copy in the OPF; to be removed 3 years after expiration date
TWO-TIER ACKNOWLEDGMENT	N	T		None
TWO-TIER SELECTION	N	T		None
UNEMPLOYMENT INS CLAIM RECORD (DE 1545R)	*	*	*	Should be in Unemployment folder
VISION INSURANCE (700)	*R	T	*	Retain all