

# Maine State General Schedules – Revised June 2015 (Personnel Series)

## General Schedule Number: 10 Personnel Series

### 1 EMPLOYEE PERSONNEL RECORDS

Applications, salary history, job histories, leave authorizations, termination documents, related documents and correspondence. Note: If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.

**Agency of Record:** Bureau of Human Resources  
**Retention of Record Copy:** 60  
**Disposal:** Destroy  
**Retention of Copies:** 4  
**Date Adopted:** 6/4/2015

### 2 INCIDENT FILE RECORDS

Records of employee commendation/counseling; corrective action memos; related correspondence between employer and employee. Destroy after yearly performance appraisal has been prepared and grievance deadline has expired, unless grieved. If grieved, destroy 3 years after resolution of grievance.

**Agency of Record:** Creating Agency  
**Retention of Record Copy:** See Description  
**Disposal:** Destroy  
**Retention of Copies:** N/A  
**Date Adopted:** 3/8/1990

### 3 REQUISITION FOR EMPLOYEE

Requisition for employee forms; registers (job referral lists); structured interview materials; related correspondence. If grieved, destroy 3 years after resolution of grievance.

**Agency of Record:** Creating Agency  
**Retention of Record Copy:** 3  
**Disposal:** Destroy  
**Retention of Copies:** N/A  
**Date Adopted:** 6/4/2015

### 4 CLASS SPECIFICATIONS (NOT APPEALED)

Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work content (FJA-1), Bulletin Announcement, PER-50, and related documents and correspondence. Also JA-20 and cover form to FJA-1 material.

**Agency of Record:** Bureau of Human Resources  
**Retention of Record Copy:** 30  
**Disposal:** Destroy  
**Retention of Copies:** Destroy When Updated  
**Date Adopted:** 6/5/2015

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<sup>1</sup> Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

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### 5 CLASS SPECIFICATIONS (APPEALED)

Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work Content (FJA-1), appeals and award decisions, Bulletin Announcement, PER-50, and related documents and correspondence. Also JA-20 and cover form to FJA-1 material. Agencies are not responsible for maintaining appeal materials.

**Agency of Record:** Bureau of Human Resources  
**Retention of Record Copy:** 40  
**Disposal:** Destroy  
**Retention of Copies:** Destroy When Updated  
**Date Adopted:** 6/5/2015

### 6 ADMINISTRATIVE REPORT OF WORK CONTENT (FJA-1)

Individual job description/task statements for each position in State service. A new FJA-1 is prepared whenever duties are changed. BHR will maintain grieved FJA for 3 years following resolution of grievance; all other FJA's (agency copies and BHR record copy) may be replaced whenever changes are made in job.

**Agency of Record:** Bureau of Human Resources  
**Retention of Record Copy:** 3  
**Disposal:** Destroy  
**Retention of Copies:** Destroy When Updated  
**Date Adopted:** 3/8/1990

### 7 POSITION DETAIL RECORD

Computer-generated history of each position in State service. Shows current and previous incumbents, salary scale, and classification.

**Agency of Record:** Bureau of the Budget  
**Retention of Record Copy:** 3  
**Disposal:** Destroy  
**Retention of Copies:** Destroy When Updated  
**Date Adopted:** 6/4/2015

### 8 HUMAN RESOURCE PROFILE

See General Schedule 3 (Payrolls and Authorizations Series). This form is frequently treated by State agencies as part of the employee's payroll record, because it is the document used to authorize change/increase in rate of pay.

**Agency of Record:** Bureau of Human Resources  
**Retention of Record Copy:** 60  
**Disposal:** Destroy  
**Retention of Copies:** 3  
**Date Adopted:** 12/18/2001

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2 Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

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### 9 WORKERS COMPENSATION FILES FOR STATE EMPLOYEES

Employer's First Report of Occupational Injury, Employee's Report of Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandum of Payment or Notice of Controversy Form, Informal Conference Report, Medical Reports and related correspondence. Although the Bureau of Human Resources is the agency of record, most documents are actually held by the agency employing the individual worker. The full retention period should be applied to these documents.

<b>Agency of Record:</b>	Office of Employee Health and Benefits – Workers Compensation Division
<b>Retention of Record Copy:</b>	13
<b>Disposal:</b>	Destroy
<b>Retention of Copies:</b>	see description
<b>Date Adopted:</b>	6/4/2015

### 10 DIRECT HIRE APPLICATIONS

Certain positions may be filled directly by the department or agency which has the vacancy. The Federal Fair Employment Practices Act requires that these applications and accompanying documents (transcripts, letters of reference, etc.) be retained two years, after which they may be destroyed.

<b>Agency of Record:</b>	Creating Agency
<b>Retention of Record Copy:</b>	2
<b>Disposal:</b>	Destroy
<b>Retention of Copies:</b>	N/A
<b>Date Adopted:</b>	1/15/1996

### 11 EMPLOYEE MEDICAL RECORDS

All medical records created at the request of the employing department. OSHA requires that these medical records be maintained for 30 years after the employee leaves state service.

<b>Agency of Record:</b>	Creating Agency
<b>Retention of Record Copy:</b>	30
<b>Disposal:</b>	Destroy
<b>Retention of Copies:</b>	N/A
<b>Date Adopted:</b>	10/23/2008

### 12 EMPLOYEE TRAINING RECORDS

All certifications, certificate and related documentation, For employee required/state training. Destroy 4 yrs. after employee separates from state service.

<b>Agency of Record:</b>	Creating Agency
<b>Retention of Record Copy:</b>	4
<b>Disposal:</b>	Destroy
<b>Retention of Copies:</b>	N/A
<b>Date Adopted:</b>	10/23/2008

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3 Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

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### 13 Job Interview Packs

This is all materials prepared and collected for the actual interview process. This is separate from the materials in Series 10 Direct Hire Applications. This includes all structured interview materials and related correspondence.

<b>Agency of Record:</b>	Creating Agency
<b>Retention of Record Copy:</b>	4
<b>Disposal:</b>	Destroy
<b>Retention of Copies:</b>	N/A
<b>Date Adopted:</b>	6/4/2015

### 14 Personnel Performance Forms - Record of Employee Performance

Agency personnel folder is to be sent to new employing agency whenever a State employee is transferred/promoted/restored to service. When employee separates from State service, last employing agency will retain complete personnel folder 4 years. Documents that would provide proof of State service (such as job history, salary history, etc.) may not be destroyed unless agency Personnel Officer has verified that information is duplicated in employee's Bureau of Human Resources file. If information is not so duplicated, document must be transferred to Bureau of Human Resources before remainder of file can be destroyed.

<b>Agency of Record:</b>	Creating Agency
<b>Retention of Record Copy:</b>	4
<b>Disposal:</b>	Destroy
<b>Retention of Copies:</b>	N/A
<b>Date Adopted:</b>	6/4/2015

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<sup>4</sup> Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.