

4.13 SEPARATION

The activity of an employee leaving the agency (voluntarily or involuntarily), leaving state service or transferring to another state agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03040 Rev. 1	<p><i>Exit Interview – Personnel</i> Documentation of information gained during an exit interview with an employee separating from the agency.</p>	<p>Retain for 3 years after exit interview completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03057 Rev. 0	<p><i>Interagency Transfers</i> Records relating to the transfer process of personnel records for an employee leaving a state agency and transferring to another state agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Send and receipt information and verifications. <p><i>Note: Documentation of the originals sent is to remain with the originating agency and held for the same retention and disposition as the original records.</i> <i>Reference: State HR Directive 13-01 Personnel File Standards and Electronic Personnel File Transfer Procedures.</i></p>	<p>Retain for 6 months after transfer verification <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM