

4.10 POSITION DEVELOPMENT AND STAFF STRUCTURE

The activity of developing job positions and the organizational structuring of staff.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03010 Rev. 1	<p>Position History</p> <p>Records relating to the history of each position and job classifications which apply to positions held by employees of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allocations and reallocations; • Training plans specific to position; • Selective certification and required eligibility; • Position descriptions. <p>Excludes the master files for Job Specifications and Exempt Position Files held by the Office of Financial Management/State Human Resources Division (SHRD).</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 03019 Rev. 1	<p>Reduction In Force Files – Agency</p> <p>Records relating to the process and implementation of reduction in force actions by agencies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency decisions, meeting minutes; • Required notifications; • Reports and related correspondence. 	<p>Retain for 6 years after conclusion of any pending action</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR