



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section: Office for Civil Rights

TITLE: Civil Rights Case Files

CUTOFF: Completion of Case

DESCRIPTION: All relevant documents related to Office for Civil Rights cases including correspondence, interview notes, service history, witness notes, complaint, supporting documents, case logs and employment related printouts. Reports are created by Human Resource Officers and Managers during civil rights investigations in accordance with Title II and Title VII of the Civil Rights Act of 1964.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 220

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Civil Rights Compliance Records

CUTOFF: EOSFY

DESCRIPTION: Description: Reviews for state contracted vendors including documents collected to facilitate Office for Civil Rights vendor compliance reviews. "Compliance review" means an analysis and evaluation of the practices and policies of a recipient or "other party" subject to these guidelines as they relate to nondiscrimination in employment or the providing of services.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 222

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Human Resource Center

Division: Office of the Director

Sub-Section: Office for Civil Rights

TITLE: Employment Interview Reports

CUTOFF: EOCY

DESCRIPTION: Employee statistical reports completed during the interview process. The information collected from these reports is used to update the Workforce Diversity Plan.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 215

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010
