

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Human Resources</i>	Negotiations Files - Professional and Classified Staffs (Agreements, Arbitration Awards, Proposals, Federal Negotiations, State Negotiations, Impasse Mediation, Associations, Elections)	Staff Relations	20 yrs. or Permanent
<i>Department of Human Resources</i>	Grievance Files	Staff Relations	Permanent

Revised: 02/18/09
 Revised: 08/25/10
 Revised: 01/26/12
 Revised: 02/25/16