

GENERAL RETENTION SCHEDULE FOR DELEGATED TESTING RECORDS

The State Personnel Board has approved the final text for the revisions to the following regulations: Section 25 clarifies that Articles VII of the California Constitution, state civil service laws and regulations, and the merit principle apply to all appointments and promotions in state civil service regardless of the budget allotment from which the salary or wage is payable, including blanket position allotments. Section 26 requires appointing authorities to retain certain specified, personnel-related documents for a period of five years.

GROUP NUMBER	DESCRIPTION OF RECORDS	RECOMMENDED RETENTION PERIOD
1.	<p>Applications, Bulletins, Correspondence Folder, Written Test Answer Sheet (including Essay/Book B), Performance Test Rating Sheet.</p> <p>Form 286-Reemployment List Panel Cards.</p> <p>Form 156-Promotional-Readiness Examination Report (Self-Evaluation).</p> <p>Form 156A-Promotional-Readiness Examination Interview Panel Report</p> <p>Form 156B-Promotional-Readiness Examination Interview Panel Report (Organization Unit Review)</p> <p>Form 156C-Promotional-Readiness Examination Interview Panel Report (Supervisory Review)</p> <p>Form 511A-Disqualification Report (one for each disqualified competitor)</p> <p>Form 511B-(initialed) Competitive Rating Factors</p> <p>Form 511CT-Competitive Rating Reports</p> <p>Form 571-EDA Report for All Contributors</p> <p>Form 572-EDA Rating Sheet Form</p> <p>Form 572A-Rating Committee Disqualification report on Promotional Contributors, Rule 200</p>	Retain for five* years or until list expires, whichever is longest.
2.	<p>Form 100-175DT-QAP and EDA Panel Members-Ethnic Information DT Certification Lists.</p>	Retain as "Active" until the list has expired. Then retain five* years.