

Agency Function and Records Summary

General Schedule for State Agencies

Addition to the Schedule

- Series P0048, Personnel Record – Temporary Employment
Proposed retention: Retain five (5) years after separation of employee, then destroy.
Rationale: This series has administrative value because it documents the employment history of temporary staff but is not needed once their employment with an agency ends. Contract agencies retain personnel records for various periods. The Master Agreement requires contract agencies to provide the Finance and Administration Cabinet, Auditor of Public Accounts, the Legislative Research Commission, and contracting agencies with access to relevant records.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Personnel and Payroll Records

Series	Records Title and Description	Function and Use
P0048	Personnel Record - Temporary Employment	This series documents the employment history of an individual hired through temporary labor services and is maintained as a working record while the individual is performing work at an agency. This is maintained at the discretion of the contracting agency.
	Series May Contain	Orientation checklist, background checks, travel authorization, time and attendance documentation, content regarding performance, and related correspondence.
	Retention and Disposition	Retain five (5) years after separation of employee, then destroy.