

**PERSONNEL POLICY**

SUBJECT

935 Annex A: Retention Periods

AMENDS

REFERENCE

Policy 935

RESCINDS

Annex to Policy 935-I

Retention periods have been established to provide guidelines for Purging. Items found in unit jackets which are not listed may be purged at the discretion of the element commander/supervisor.

Sections

Retention Period

Commendations

Permanent

Disciplinary Actions

Permanent

Personnel Actions

Letters of Appointment

Permanent

Letters of Transfer

Permanent

Requests for Transfer

1 Year

Notice of Personnel Action, Form 164 P.D.

Most Current

Personnel Data Sheet, Form 167 P.D.

Most Current

Performance/Training

Firearms Training, Form 5332 P.D.

Permanent

Vehicle Accident History

Permanent

+ Employee Orientation Checklist, Form 268 P.D.

1 Year

\* Mid-Evaluation Progress Report, Form 270A P.D.

1 Year

• Employee Evaluation, Form 270 P.D.

2 Years

Instructional Interviews

1 Year, Maximum

Administrative

Injury Reports, Form 314

Permanent

Application for Leave, Form 1 P.D.

1 Year

Off-Duty Work Requests, Form 2 P.D.

1 Year

Miscellaneous

Discretionary

Order section divider labels for unit personnel jackets by quantity of sets needed. When ordering the unit jackets and pre-printed divider labels from the Supply Section, the written description on the Form 296 P.D., Office/Vehicle Supply Requisition, will read as follows:

Personnel Jacket Folders, red pressboard, letter size, item number and quantity.