

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

8/02/2010

Agency: 000 General Retention Schedules
Bureau: G200 Human Resources

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G200.001	EEO Data Collection Records	M	No	0Y	0Y	3

Forms, correspondence, and records related to the collection of Equal Opportunity Employment data. Federal law requires the Commonwealth of Pennsylvania to obtain information regarding racial identities of its employees. This information is used to ensure that the Commonwealth of Pennsylvania's Equal Opportunity program is effective and achieves equal employment opportunities for all employees. The information is confidential, will not be placed in an employee's personnel file, and is used for statistical purposes.

* AGY - Destroy upon entering into SAP system.