



STATE OF ARKANSAS

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PERSONNEL

ADVAP 2-6

January 1, 2012

Personnel Records

1. It is the policy of the Arkansas Department of Veterans Affairs to maintain records in accordance with the Arkansas General Records Retention Schedule. Attachment A provides details on record retention.
2. PROCEDURE:
 - a. The Human Resources Analyst will:
 - 1) Maintain all Arkansas Department of Veterans Affairs active employee records in files located in the Human Resources Executive Office.
 - 2) File all documents relating to hiring, pay increases, insurance, retirement deductions, letters of commendation and performance evaluations in the employee's personnel file, and any other appropriate documents.
 - 3) Retain active files in office permanently.
 - 4) Purge the personnel records for the Agency employees and combine with the file maintained in the Arkansas Department of Veterans Affairs Personnel office after an employee terminates for any reason. The information to be maintained should consist of name, date of employment, positions held and all changes in pay status.

- 5) Transfer terminated, separated and retired employee records to inactive employee records.
- b. The agency division managers will:
- 1) Be responsible for maintaining personnel records of current employees in addition to the records maintained in the Personnel Office, North Little Rock.
3. SUPERSESSION: This procedure supersedes ADVAP 2-6, October 29, 2001.
4. FORMS PRESCRIBED: Attachment: The Arkansas General Records Retention Schedule .

By:

Nathaniel (Nate) Todd
Director

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