



DATE: April 14, 2015

TO: ALL INTERESTED PARTIES

/s/ **SUZANNE M. AMBROSE**

FROM: Suzanne M. Ambrose
Executive Officer

SUBJECT: NOTICE OF MODIFICATION TO TEXT OF PROPOSED REGULATION

Notice is hereby given that the State Personnel Board (Board) has made changes to the proposed text for section 26 (Section 26) of Title 2, Chapter 1, of the Code of Regulations (CCR), concerning recordkeeping requirements for personnel-related documents.

The changes are in response to comments received regarding Section 26. The Board has also made a nonsubstantial change for consistency and clarity. The changes being made are:

1. The wording of section (a)(1) of Section 26 has been narrowed to make clear that appointing powers are not required to maintain the Equal Employment Opportunity (EEO) questionnaire that is attached to the state's examination/employment application (STD. 678).
2. Section 26 has been amended to make clear that employee personnel records such as Request for Personnel Action, Notice of Personnel Action, and probation reports and performance reviews are retained for a minimum of five years from the effective date of the employee's appointment.
3. Subdivision (d) of Section 26 has been changed to be more clear that appointing powers are not required to retain duplicate copies of documents.
4. For consistency and clarity, Section 26, subdivision (a) changes "appointing authorities" to "appointing powers."
5. Section 26 has been reorganized by changing subdivision (a)(2) to subsection (b) and (b)(1); and renumbering Section 26, subdivision (a)(3) to subdivision (a)(2), subdivision (a)(4) to subdivision (a)(3), subdivision (a)(5) to subdivision (a)(4), and subdivision (a)(6) to subdivision (a)(5).

6. The requirement that records shall be kept in an orderly and systematic manner has been changed from Section 26, subdivision (a) to subdivision (c).

If you have any comments regarding the proposed changes, the Board will accept written comments between April 14, 2015, and April 29, 2015. All written comments must be submitted to the Board no later than 5:00 p.m. on April 29, 2015, and addressed to:

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All written comments received by 5:00 p.m. on April 29, 2015, which pertain to the indicated changes will be reviewed and responded to by the Board as part of the compilation of the rulemaking file. Please limit your comments to the modifications to the text.