

**4670.3700 RECORDS AND REPORTS.**

The supervisor shall establish and maintain service records for each employee, showing name and classification, organizational unit, salary, changes in status, service ratings, and such other personnel information as may be considered pertinent. Every recommendation for a temporary or permanent change in the status of an employee shall be submitted by the appointing authority to the supervisor on forms prescribed by the supervisor.

**Statutory Authority:** *MS s 144.071*

**History:** *17 SR 1279*

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