



**GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #603 A3**

PURGED RECORDS NOTIFICATION

Employee Name: _____

Employee ID #: _____

Organizational Unit: _____

In accordance with State Law (O.C.G.A. §45-1-5), the official personnel file and all associated work history records of the above-named employee have been partially purged based on a termination settlement agreement, dated _____.

Verified By: _____
(Print Name)

Signature: _____

Job Title: _____

Date: _____

cc: OHR
Official Personnel File
Other Relevant Purged Files