

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 284

PAGE NO. 1 of 1

1. Requesting Agency

2. Division or Bureau of Requesting Agency

DEPARTMENT OF PUBLIC WELFARE

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PAYROLL RECORD CARDS

Form No.: Form 16 (Maryland Emergency Relief Administration Form 46)

Size: 5" x 8"

Dates: 1934 - -

Quantity: 7 drawers (3 cubic feet)

File Arrangement: By State and county departments, and alphabetical therein

Annual Accumulation: less than 1/4 cubic foot

Disposable Amount: 2 cubic feet (estimate)

Audit: State and Federal

A Payroll Record Card is prepared every two years by the State Department for each State and county employee.

The Payroll Record Card (form 46) shows employee's name, address, retirement system number, classification, salary, and deductions. The reverse shows the bi-weekly earnings and social security and withholding tax totals. The card is ruled for two year's entries. Form 16 carries basically the same information but lacks the bi-weekly earning and withholding tax total.

Information which appears on this card (excepting payroll deductions) is duplicated on the Personnel Record Card (Item No. 2). State Department copy of County Payrolls (SDEW form 130) is to be retained permanently.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER TERMINATION OF EMPLOYMENT OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Thomas J. White
Signature

Director

Title

March 6, 1957

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/7/57
Date

Archivist

MAN

Date

Secretary