

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO. 302

PAGE NO. 1

1. Requesting Agency

COMMISSIONER OF PERSONNEL

2. Division or Bureau of Requesting Agency

EXECUTIVE DIVISION

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. DISCIPLINARY SUSPENSION FILE

Size: 8 1/2" x 11"
Dates: 1954 - -
File Arrangement: Alphabetical
Quantity: 1 cubic foot
Annual Accumulation: Less than 1/4 cubic foot

Chapter 84, Acts of 1954, provides that the next salary increment shall be denied for a period of one year from the date of a disciplinary suspension, and that an employee can request the Commissioner to make an investigation of such suspension. In June 1955, the law was amended to provide that salary denials in such cases must be approved by the Commissioner. Records of individual disciplinary suspensions are filed in case folders in a temporary file to be cut off in 1959. The effect of the provisions of the above-mentioned law will be determined from these records and included in a proposed report. After completion of research, all records will then be transferred to individual Employee's Employment History Folders; records concerned with disciplinary suspensions--created later than 1959--will be filed immediately in Employee's Employment History Folder (Schedule 24, Item 1).

RECOMMENDATION: THE RETENTION PERIOD FOR THIS ITEM IS COVERED BY THE RECOMMENDATION FOR EMPLOYEE'S EMPLOYMENT HISTORY FOLDERS (SCHEDULE NO. 24, ITEM 1).

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

M. S. Duda

Signature

Ernest M. Perance

Title

7/16/57

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.

JUL 24 '57

Date

M. S. Duda

Archivist

7/19/57

Date

[Signature]

Secretary

4.
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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.

2. SUSPENSION CASE HISTORY FILE

Size: 8½" x 14"
Dates: 1921 - -
Quantity: 4- drawers (9 cubic feet)
File Arrangement: Alphabetical and numerical
Annual Accumulation: Less than ½ cubic foot
Index: Card index

Merit System Law provides that employees who have satisfactorily completed their probationary periods cannot be removed from service unless charges are preferred and an opportunity to be heard has been provided (Article 64A, Section 29, Annotated Code of Maryland, 1951 Edition). This file contains all records related to suspensions upon which action has been taken. Suspensions being processed are temporarily maintained in pending folders and are then filed either in the alphabetical or in the numerical file. The alphabetical file contains a folder for each person against whom charges have been filed and who is permitted to resign without a hearing. The numerical file contains a docket folder for each employee who has been granted a hearing. The docket folders, filed by docket number, contain a statement of charges; recordings or transcript of hearing; findings; resultant order of the Commissioner; correspondence concerning the hearing; SEC 127, Efficiency Rating Report; SEC 132 (Subpoena); exhibits--e.g. transcripts of court proceedings for offenses prior to State employment. The file has long term value in documenting decisions of the Commissioner which may be used as precedents for subsequent cases. It is also of value in the event that a formerly-removed employee attempts to return to State service.

RECOMMENDATION: RETAIN PERMANENTLY.

3. SUSPENSION INDEX CARD FILE

Size: 3" x 5"
Dates: 1921 - -
Quantity: 1/8 cubic foot
File Arrangement: Alphabetical by surname of individual
Annual Accumulation: Less than 1/8 cubic foot

The Suspension Index Card File is an index to the Suspension Case History File (Item 2). Each card shows:

- Individual's name
- Position
- A notation of the hearing or that no hearing was requested
- The disposition of employee-removal or resignation
- Docket number (if applicable)

RECOMMENDATION: RETAIN PERMANENTLY

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HALL OF RECORDS COMMISSION

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PUBLIC WORKS
AUG 19 1957
[Signature]
SECRETARY

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.
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4. MILITARY LEAVE (SERVICE) INDEX

Size: 3" x 5"
Dates: 1950 - -
Quantity: 1 drawer or 1/8 cubic foot
File Arrangement: Alphabetical by surname of employee

Provision is made for the preservation of established State service credits for all military personnel who return to State Service (Chapter 677, Acts of 1957). The Military Leave (Service) Index file is the Commission's record of military service. Each card shows the following information: name of individual, position, effective date of entry into service, and the law governing entry into military service.

RECOMMENDATION: RETAIN PERMANENTLY.

5. POLICE LISTS

Size: 8 1/2" x 11"
Dates: 1951 - -
Quantity: 2 cubic feet
File Arrangement: Chronological
Annual Accumulation: Less than 1/4 cubic foot

Lists of certain appointees to State service are sent periodically to the Baltimore City Police Department. The lists are checked and returned in order to indicate which appointees have police records on file. The recommendation below applies to the lists and letters of transmittal.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION AND THEN DESTROY.

6. POLICE RECORD CASE FILES

Size: 8 1/2" x 11"
Dates: 1949 - -
Quantity: 4 cubic feet
File Arrangement: Alphabetical
Annual Accumulation: 1/2 cubic foot

A Police Record Case folder is maintained on each appointee or candidate for whom derogatory information is found--either in the files of the Maryland State Police, Baltimore City Police, or other police jurisdiction. The folder of an individual may contain the police report, correspondence with the appointing agency and the employee's or candidate's application. If an individual becomes an employee or is retained as an employee, these records are transferred to the

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BOARD OF PUBLIC WORKS
AUG 10 1957

J. McEnany
SECRETARY

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QUEST FOR RECORDS RETENTION SCHEDULE
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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.
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Employee's Employment History Folder (Schedule 24, Item 1). The recommendation below applies only to the records of individuals who were not employed.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER POLICE RECORD CHECK AND THEN DESTROY.

7. POLICE RECORD INDEX CARD FILE

Form No.: SEC 122
Size: 3" x 5"
Dates: 1956 - -
Quantity: 4 drawers (1 cubic foot)
File Arrangement: Alphabetical
Annual Accumulation: Less than 1/4 cubic foot

A Police Record Index Card is prepared for newly-appointed individual State employees other than temporary, emergency, promotional, or transfers. The cards are checked against the police records on file at Maryland State Police Headquarters. Police Lists (Item 5) are forwarded for checking to the Baltimore City Police Department. A summary of the derogatory information from both sources is placed on the reverse side of individual cards.

Specifically, a Police Record Index Card carries the following information: individual's name, address (present and former), height, weight, sex, date and place of birth, classification, department, source (of information), and a notation of the originator of the police report--State or Baltimore City.

A newly-established procedure--the preparation of an Unsatisfactory Report form (SEC 133) to be attached to the Index of Application form (SEC 111)--will summarize police record information and serve as a signal of an individual's police record if a later re-application occurs.

The Police Record Index Card File facilitates reference to an employee's police record during the six-month probationary period. Since the Police Record Index Card File is maintained for convenience in reference, and the police record information on which the card is based is retained in the Employee's Employment History Folder for four years after the employee's separation from State service, the file may be considered non-record within the meaning of the statute governing non-record material (Article 41, Section 155, Annotated Code of Maryland, 1951 Edition).

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5. Description of Records

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

8. STANDARD SALARY AGENDA AND SUPPLEMENTS (DEPARTMENTAL FILE)Size: 8 $\frac{1}{2}$ " x 11"

Dates: 1921 - -

Quantity: 5 drawers (9 cubic feet)

File Arrangement: Chronological by meeting date

Annual Accumulation: Less than $\frac{1}{4}$ cubic foot

Index: Card Index (Item 9)

The Departmental File contains the Commissioner's copies of the agenda of meetings, and material submitted to the Standard Salary Board to facilitate classification actions. Filed on a segregated basis within this file are salary plans (including "Schedule of Compensation for Class of Positions in the Classified Service," 1921), records relating to the history of salary standardization (including correspondence and reports), and the Commissioner's correspondence authorizing tentative salary rates.

The agenda and the material submitted to the Standard Salary Board are filed in folders set up for individual meetings. Specifically, a folder may contain an agenda sheet, occasional copies of minutes, a submission (description) for each classification which appears on the agenda, a listing of agency personnel with requested and recommended salary scales resulting from a survey, and Requests for Adjustment in Salary (Form #2N mimeo.).

An incomplete file of duplicate submissions is maintained by the Classification Division.

Microfilming has been recommended for all material through 1956 because, prior to that year, submissions and other records relating to the history and development of the Standard Salary Board are not available in the Standard Salary Board Official File (Schedule 301 Item 2). Beginning in 1956, copies of submissions are retained in the Official File.

- A. RECOMMENDATION: MICROFILM ALL MATERIAL THROUGH 1956; RETAIN ORIGINALS FOR TWENTY YEARS AND THEN DESTROY; RETAIN MICROFILM COPY PERMANENTLY.
- B. RECOMMENDATION: RETAIN IN ORIGINAL FORM FOR TWENTY YEARS ALL MATERIAL CREATED AFTER 1956 AND THEN DESTROY.

9. INDEX TO STANDARD SALARY BOARD AGENDA AND SUPPLEMENTS (DEPARTMENTAL FILE.)

Size: 3" x 5"

Dates: 1943 - -

Quantity: 2 drawers ($\frac{1}{2}$ cubic foot)

File Arrangement: Alphabetical by position title

Annual Accumulation: Less than $\frac{1}{4}$ cubic footAPPROVED
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BOARD

PUBLIC WORKS

J. M. C. [Signature]

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

This is a card index to the Commissioner of Personnel's Standard Salary Agenda and Supplements (Departmental File), Item 8. It is arranged in two sections--one listing all salary changes affecting a particular job and the effective date; the other section shows changes in job titles and the dates of the meetings during which Board action affected a position.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

SEARCHED
SERIALIZED
INDEXED
AUG 11 1957
J. McInnes