

REQUEST FOR RECORDS RETENTION SCHEDULE

1. Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO.

303

PAGE NO.

1.

1. Requesting Agency

COMMISSIONER OF PERSONNEL

2. Division or Bureau of Requesting Agency

ADMINISTRATIVE 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. VETERANS' REGISTER

Size: 8 1/2" x 11"

Dates: 1952 - -

Quantity: 1/2 drawer or 1 cubic foot

File Arrangement: Numerical

Annual Accumulation: 1/4 cubic foot

The Veterans' Register provides proof of a veteran's eligibility for credit on examinations given under the Merit System. When a veteran applies for a State position covered by the Merit System, a plain registration sheet is prepared and a number assigned to the sheet. The number is recorded on the veteran's Index of Applications card, SEC 111 (Item 6) as a signal that credit is due or denied on any examinations taken.

RECOMMENDATION: RETAIN PERMANENTLY.

2. VETERANS' CONVICTIONS INDEX FILE

Size: 3" x 5"

Dates: 1952 - -

Quantity: 1 drawer (1/8 cubic foot)

File Arrangement: Alphabetical

Annual Accumulation: Very small

The Veterans' Convictions (Vet-C) Index File lists traffic convictions involving a fine in excess of \$50.00 or any established

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7. Agency, Division or Bureau Representative

Robert D. Davis
Signature

Commissioner Personnel
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

Mona S. Radloff
Archivist

AUG 19 1957

Date

[Signature]
Secretary

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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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police or court record (other than juvenile) pertaining to an individual veteran. Maintained to supplement information in the Veterans' Register (Item 1), the Index is the basis for denial of veteran credit in Merit System examinations.

RECOMMENDATION: RETAIN PERMANENTLY.

3. LOYALTY OATHS

Form No.: SEC 131
 Size: 8½" x 11" (replaced)
 4" x 6"
 Dates: 1949 - -
 Quantity: 12 cubic feet
 File Arrangement: Both forms- alphabetical for both separated and active

Loyalty oaths are signed by each State employee upon entering State service. Each card, titled State of Maryland - "Loyalty Pledge," is a certification of non-subversion by an employee regardless of length of public employment prior to the Subversive Activities Act of 1949.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER SEPARATION OF EMPLOYEE; THEN MICROFILM AND DESTROY ORIGINALS AND RETAIN MICROFILM COPY PERMANENTLY.

4. POSITION CONTROL CARD FILE

Form No.: SEC 119, 126, 154
 Size: 4" x 6"
 Dates: 1952 - -
 Quantity: 25 drawers (6 cubic feet)
 File Arrangement: By position title and alphabetical by agency therein.
 Annual Accumulation: Less than ½ cubic foot
 Disposable Amount: Less than ½ cubic foot

The Position Control Card File is maintained to insure that vacancies are filled by an appropriate position classification. An individual Status Record Card is a record of changes in classification and lists the past and current incumbents of a particular position. The cards are retained while the class of position is currently in use.

Guide cards throughout the file list the agencies using a particular class of position and the total number of such positions which are authorized.

Each Position Control Card (SEC 119) carries the following information: position identification number, department, classification

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[Signature]

SECRETARY

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of position title, form number, date of study, former class title, names of various incumbents and the respective dates of appointment or separation. Other forms which may appear in the file include SEC 126, Cross Index of Incorrect Classification, and SEC 154, Unclassified Appointment with Statutory Classification and/or Salary-#5000 Code. The recommendation below applies to all forms appearing in this file.

RECOMMENDATION: RETAIN WHILE POSITION IS CURRENT PROVIDED IT HAS BEEN IN EFFECT FOR AT LEAST THREE YEARS, OR UNTIL BUDGETARY AUTHORIZATION IS RESCINDED, AND THEN DESTROY.

5. ROSTER CARD FILE

Form No.: SEC 115, 116, 157, 158
 Size: 5" x 8"
 Dates: 1921 - -
 Quantity: Active, 32 drawers; inactive, 32 drawers
 (total 40 cubic feet)
 File Arrangement: Active, by department and alphabetical therein
 Inactive, straight alphabetical
 Annual Accumulation: 2 cubic feet

A Roster Card, a two-sided form, is prepared and filed for each new employee of the State. A white form (SEC 115) is used for employees classified under the Merit System; an orange form (SEC 116) for employees in the unclassified service. An individual card reflects an employee's complete work history and probationary rating. Specifically, a Roster Card (SEC 115) may carry the following entries: employee's name, date of birth, in columns--code number for classification, salary range, program number, rate of pay, department, date effective, action, increment (amount), remarks. A record of probationary ratings and physical examinations appears on the front and reverse. The orange Roster Card (SEC 116)--one side only--carries the same information except that it lacks the record of probationary rating and carries physical examinations for a 22-year period (1956-1977).

A letter from the Board of Public Works (4/2/53) authorized the destruction of all cards pertaining to employees who have been separated for fifteen years or more, providing that the cards had been microfilmed. Since 1953, all Roster Cards pertaining to separated employees (1921-1952) have been filmed but only the cards through 1941 have been destroyed.

RECOMMENDATION: RETAIN UNTIL EMPLOYEE IS SEPARATED AND FOR FIFTEEN YEARS THEREAFTER; THEN MICROFILM AND DESTROY ORIGINALS AND RETAIN MICROFILM COPY PERMANENTLY.

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J. McElwain

SECRETARY

QUEST FOR RECORDS RETENTION SCHEDULE
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Hall of Records
Commission

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6. INDEX OF APPLICATIONS (STATE EMPLOYEES)

Form No.: SEC 111 and 133
Size: 5" x 5"
Dates: 1942 - -
Quantity: See Schedule 43, Item 2
File Arrangement: Alphabetical

The recommendation for this item applies only to the index cards of former State employees. The Index of Applications cards for persons who were never employed by the State are covered by a separate item (Schedule 43, Item 2).

Index cards for former State employees are withdrawn and destroyed at the same time that Roster Cards for former employees are withdrawn from the Roster Card File (Item 5). Unsatisfactory Report Cards (SEC 133) pertaining to individual State employees remain in the Index of Applications file after the index cards to which they pertain have been removed.

Authority for destruction of Index of Applications cards of former State employees was granted by a letter of the Board of Public Works (4/2/1953).

RECOMMENDATION: RETAIN FOR FIFTEEN YEARS AFTER EMPLOYEE'S SEPARATION AND THEN DESTROY.

7. UNSATISFACTORY REPORT CARD

Form No.: SEC 133
Size: 5" x 5"
Quantity: See Schedule 43, Item 2
File Arrangement: Alphabetical by surname of individual

An Unsatisfactory Report Card is prepared by the appointing agency or by the Commissioner's staff and attached to a separation notice when an employee has an unsatisfactory work, conduct, or physical history. An Unsatisfactory Report carries the following information: employees name, social security number, recommendation of appointing authority, signature of department head, date of signing, name of department. On the reverse of the two-sided form appear the date of separation, separation symbol, and the reasons for the unsatisfactory report.

The Card is later attached to the front or back of SEC 111, Index of Applications form, as a signal of an unsatisfactory record and remains on file after the Index of Applications card to which it relates has been destroyed (see Item 6).

RECOMMENDATION: RETAIN FOR THIRTY-FIVE YEARS AFTER SEPARATION AND THEN DESTROY.

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4.
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6. Recommendation of Hall of Records and Board of Public Works.

8. FACTUAL PHYSICAL EXAMINATION REPORTS

Form No.: SEC 155 and 156
Size: 5" x 8"
Dates: 1952 - -
Quantity: 43 cubic feet
File Arrangement: By year of examination and alphabetical therein
Annual Accumulation: 7 cubic feet (estimated)
Disposable Amount: 7 cubic feet (estimated)
Index: Medical Record Index (Schedule 43, Item 5)

Each applicant is required to pass a physical examination prior to appointment in the State service. A copy of each examination report is retained and filed by the Commission in the Factual Physical Examination Report file. The reports on both approved and rejected applicants are filed together by respective year of examination. The SEC 155 form is used when the examination is conducted at the Commission; SEC 156 is completed by the assistant medical examiners in the field, sent to the Commission, and filed.

If an applicant is rejected or found to be physically limited, an Unsatisfactory Report Card (SEC 133) is prepared and filed in the Index of Applications File (Schedule 43, Item 2) as a signal for action if the individual subsequently re-applies for employment.

The recommendation below is based on a letter from the Board of Public Works (3/5/51) which authorized the destruction of Factual Physical Examination Reports five or more years old.

The Index to the Factual Physical Examination Reports is covered by Schedule 43, Item 5, Medical Record Index.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

9. ACCOUNTING RECORDS

Size: 8 1/2" x 11"
Dates: 1951 - -
Quantity: 4 drawers or 8 cubic feet
File Arrangement: Chronological by year
Annual Accumulation: 1 cubic foot
Disposable Amount: 1 cubic foot
Audit: State

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This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry are to be retained permanently. Specifically these supporting records are:

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

Form No.

Comptroller of the Treasury

- E-1-S Memorandum of Adjustment
- E-1 and E-1/2 Distribution of Charges
- DD-1 Transmittal
- R-2(formerly MR-2) Certificate of Deposit and Bank Deposit Slip
- Monthly Report of State Funds Collected and Deposited
- Distribution of Unexpended and Obligated Balances
- Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

- 1-A Requisition for Supplies
- 47-A Purchase Order
- 100-16 Out-of-Schedule Requisition for Supplies
- 39-A and 40-A Stores Requisition
- CF-2 Copy of Contract Awarded
- 100/24 Actual Emergency and Repairs Report
- 27-A Copy of Contract Awarded
- CF-3 Copy of Contract Awarded
- Delivery Invoice
- 26-A Notice of Award of Contract
- 52 Credit Memorandum
- 51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

- BB-1 (Rev.) Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet
- B.P. Inv. R101 Report of Fixed Assets (annual)
- B.P. Inv. R102 Report of Materials and Supplies (annual)
- B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)

Budget Form Nos. 1 thru 11

Budget Estimates Fiscal Year

Others

- Vendors Invoices
- Bank Deposit Slips
- Bank Statements
- Bank Deposit Receipts
- Canceled Checks
- SEC 153, Weekly Time Table
- SEC 123, Expense form-sent to Comptroller to request reimbursement for payments made from the petty cash fund

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WORKS

[Signature]

The destruction of material covered by this item was authorized by

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a letter from the Board of Public Works (10/3/1950) covering transmittals and bills five years of age which had been audited and paid.

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

10. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Deductions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

11. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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J. McQuinn

SECRETARY

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12. LEAVE RECORDS

Form No.: 128 and 128A
Dates: 1954 - -
Audit: State

This item includes the following records:

- Leave Record Card - SEC 128 or 128A, a standard State-wide form prepared annually for each employee
- Leave applications
- Doctor's Certificates

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

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J. Metzger
SECRETARY