

Attach to Schedule 304
permanently.

January 29, 1968

Mr. Russell S. Davis
Commissioner of Personnel
301 W. Preston Street
Baltimore 1, Maryland

Attention: File 26

Dear Mr. Davis:

This is in reply to your letter of January 16th, in which you request authority to change the present retention periods for two record series in Schedule #304.

Your request has been approved by the Hall of Records Commission, and the amended retention periods for these two items are listed below:-

Sched. 304, Item 2: Test Paper Key Copy

RECOMMENDATION: TRANSFER TO EXAMINATION HISTORY FILE (ITEM 3)
WHEN TEST IS SUPERSEDED BY NEW MATERIAL.

Sched. 304, Item 3: Examination History File

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER DATE OF LAST USE,
THEN DESTROY.

This letter represents an amendment to Schedule 304, Items 2 and 3, and should be attached to the schedule as a permanent part of it.

Sincerely yours,

Rex Beach

RB:BK

Hall of Records Commission

Submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1

1. Requesting Agency

COMMISSIONER OF PERSONNEL

2. Division or Bureau of Requesting Agency

EXAMINATION 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. EMPLOYMENT LISTS (ELIGIBLE LISTS)

Form No.: 4, SEC 105, 109, 109A
Size: 8 1/2" x 11"
Dates: 1952 --
Quantity: 14 notebooks (2 cubic feet)
File Arrangement: Alphabetical by class of job
Annual Accumulation: 1/2 cubic foot

This file contains official copies of Employment Lists (Eligible Lists) which show the name, address, rating, and standing of individuals who have taken a particular examination and an analysis of the test results. The file may include any of the following forms:

- SEC 105 Labor Registry Sheet
- SEC 109 Employment List
- SEC 109A Employment List

The life of a List is usually a one-year period unless extended by the Commissioner. After the one-year period has elapsed, a List may be utilized in statistical studies. The recommendation below applies only to the original (official) copy of the Employment Lists. All duplicate copies of Employment Lists are non-record within the meaning of the statute governing non-record material (Article 41, Section 155, Annotated Code of Maryland, 1951 Edition).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Marcus Davis *Comm. of Personnel*

Signature

Title

Date

7/16/57

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

Morris S. Radloff

Archivist

AUG 19 1957

Date

[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.

TEST PAPER KEY COPY FILE

Size: 8 1/2" x 11"
Dates: 1947 - -
Quantity: Active, 4 drawers (7 cubic feet); inactive, 8 drawers (15 cubic feet)(total 22 cubic feet)
File Arrangement: Alphabetical by title of examination
Annual Accumulation: 2 cubic feet (estimated)
Disposable Amount: 2 cubic feet (estimated)

The Text Paper Key Copy File is maintained to facilitate the processing of examinations. Two key copies of each test booklet, together with marked answer sheets and the IBM Matrix, are kept on file for the life of the examination. When an examination is superseded by another, the duplicate marked copy of the test booklet is withdrawn and destroyed. The record copy of the marked test booklet, the answer sheet, and the IBM Matrix are transferred to Examination History File (Item 3). The recommendation below applies to duplicate copies of examination booklets and answer sheets, providing that the key copy of exam booklet, a marked copy of answer sheet, and the IBM Matrix have been included in the Examination History File.

RECOMMENDATION: RETAIN BOTH COPIES OF THE EXAMINATION BOOK AND ANSWER SHEET WHILE CURRENT; THEN TRANSFER ORIGINAL MARKED COPY OF EACH TO THE EXAMINATION HISTORY FILE AND DESTROY THE DUPLICATES.

EXAMINATION HISTORY FILE

Size: 8 1/2" x 11"
Dates: 1947 - -
Quantity: Active, 18 linear feet (9 cubic feet)
File Arrangement: Alphabetical by title of examination
Annual Accumulation: 1 cubic foot (estimated)

The Examination History File is a "history" of each examination maintained in loose-leaf notebooks. Each "history" contains copies of the announcements of an examination; a statement of qualification; rating form (front rating sheet); marked copy (key copy) of examination--indicating the part of the examination book used; data on test results (SEC 111,--Tabulation Sheet showing an analysis of rights and wrongs by testee); SEC 114 (Rev.)--Card form which records score adjustments; oral board information. Obsolete Examination Histories--filed on a segregated basis within this file--are used principally in preparing new examinations, a use which will become progressively less important as the Test Item File (Item 4) is completed. Statistical data on the frequency of use of

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JUN 11 1957

[Signature]
SECRETARY

* See letter of 1/29/68, attached

*Amended
Letter of
1/29/68*

*Amended
Letter of
1/29/68*

4. Item	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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a certain test is available on SEC 137, Recruiting and Testing Record (Item 5) which is maintained by the Examining Division (showing tests given, by examination title, for at least a three-year period).

RECOMMENDATION: RETAIN INDIVIDUAL EXAMINATIONS FOR ^{FIVE} ~~TEN~~ YEARS AFTER DATE OF ~~FIRST~~ ^{LAST} USE AND THEN DESTROY.

* See ltr of 11/29/68 attached.

4. TEST ITEM CARD FILE

Size: 5" x 8"
Quantity: 15 drawers (7 cubic feet)
File Arrangement: Alphabetical by title of exam
Annual Accumulation: Less than 1 cubic foot

A Test Item Card is prepared for each item used in an examination. Each card shows the dates of tests in which the item was used and, in some instances, a summary of the experience of the Commission in its use. The Test Item Card File facilitates the selection of questions or test material for the preparation of new examinations. This item is subject to the provisions of Merit System Rules Nos. 23 and 26 which govern the retention period for Test Materials (Item 6).

RECOMMENDATION: RETAIN INDIVIDUAL ITEMS WHILE CURRENT AND THEN DESTROY.

5. RECRUITING AND TESTING RECORD CARD FILE

Size: 4" x 6"
Form No.: SEC 137
Dates: 1950 - -
Quantity: 2 drawers ($\frac{1}{2}$ cubic foot)
File Arrangement: Alphabetical by position classification title
Annual Accumulation: Less than $\frac{1}{4}$ cubic foot

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The Recruiting and Testing Record, a two-sided form, is prepared as a log by the Examining Division. An individual card is a log of the testing and recruiting results for a particular position classification over the period of time during which the classification is in effect. A Recruiting and Testing Record includes the following information: classification title; number of vacancies; date of request for test; closing date (for application); test date; recruiting and results--department name, date, notation of special recruiting (if applicable), number of applicants--tested, approved, and passed. If a classification is abolished, a card has no further value.

RECOMMENDATION: RETAIN INDIVIDUAL CARDS UNTIL THE POSITION CLASSIFICATION IS ABOLISHED, PROVIDED THAT THE CLASSIFICATION HAS BEEN IN EFFECT FOR AT LEAST THREE YEARS; AND THEN DESTROY.

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LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

6. TEST MATERIALS

Form No. Listed below
Dates: 1954 - -

This item includes various forms which pertain to the testing of applicants and the establishment of Employment Lists. Some of the forms listed below may appear elsewhere in the descriptions of other items on schedule--but only for those persons actually employed. The materials listed below are covered by the provisions of Merit System Rules (Article 64A, Section 10, Annotated Code of Maryland, 1951 Edition) and pertain only to applicants and persons eligible for appointment. Specifically, Merit System Rules Nos. 23 and 26, which govern the retention of test materials and eligible lists, have the following provisions:

Rule 23: "The papers and other work of competitors who have been given marks less than the minimum mark required in any given part or whose final average is less than 70 shall be preserved for three months after the approval and posting of the employment list but may be destroyed thereafter. The papers and other work of competitors whose names appear on the employment list and the reports of examiners shall be preserved during the life of the employment list but may be destroyed thereafter."

Rule 26: "Employment lists shall continue in force for one year from the date of posting and may be extended, combined and canceled as provided in Section 21a of Article 64 A" (Section 21a of Art. 64A permits the Commissioner to extend employment lists, prior to the original expiration date. In practice, the longest extension allows an employment list to have a maximum life of 3 years).

In accordance with the above-named provisions, passed test material is destroyed when the employment list expires; failed test material is destroyed 90 days from the posting date of the resultant employment list. Failed material includes in addition to failures, applications rejected and applications for those candidates who did not respond to the test notice.

Test Material and reports of examiners include the following material:

- Applications - SEC 101 or 102
- Front Rating Sheet (Mimeo. Form)
- Test Booklet or Answer Sheet
- Answers on prescribed paper - SEC 117 or 118
(Lined and unruled paper)
- Oral Rating Sheet - SEC 157 or 158
- Eligible Cards - SEC 112 or 120

(continued)

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[Signature]

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.

Certification of Eligibles - SEC 108 and 110
 Vacancy Reports - Central Payroll Bureau Form 103, or respective forms used by departments exempted from CPB system
 Test in Process Card - SEC 103
 Vacancy Report Card (when no eligible list exists) - SEC 139
 Recommendation and Commissioner's actions on extension of employment lists (mimeographed forms), including special analysis file kept on Test Results on Trooper, Maryland State Police)
 SEC 111, Tabulation Sheet - summarizing the value of an examination

RECOMMENDATION: RETAIN ACCORDING TO THE PROVISIONS OF MERIT SYSTEM RULES, NOS. 23 AND 26, ESTABLISHED BY AUTHORITY OF THE MERIT SYSTEM LAW.

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J. M. Cluser
SECRETARY