

REQUEST FOR RECORDS RETENTION SCHEDULE

1 Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 305

PAGE NO. 1

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| 1. Requesting Agency<br><b>COMMISSIONER OF PERSONNEL</b> | 2. Division or Bureau of Requesting Agency<br><b>CLASSIFICATION AND COMPENSATION DIVISION</b> |
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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<br>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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1. POLICY FILE

Size: 8 1/2" x 11"  
 Dates: 1940 - -  
 Quantity: 8 linear feet (4 cubic feet)  
 File Arrangement: In notebooks, arranged numerically  
 Annual Accumulation: less than 1/4 cubic foot  
 Index: Volume

This file is maintained to document policy and procedure for all activities and services of the Commission. Copies of correspondence, policy directives, memoranda, or other papers relating to procedures make up the majority of the file. All papers are arranged in loose-leaf notebooks and are indexed.

RECOMMENDATION: RETAIN PERMANENTLY.

2. CLASSIFICATION STUDIES (INDIVIDUAL)

Form No.: SEC 138, BB 40  
 Size: 8 1/2" x 11"  
 Dates: 1954 - -  
 Quantity: 6 drawers (11 cubic feet)  
 File Arrangement: Alphabetical by agency and therein by code designation of study  
 Annual Accumulation: 3 cubic feet (estimate)

This file contains forms received from various State agencies and institutions requesting classification actions on individual positions, including studies for reclassification or the establishment

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7. Agency, Division or Bureau Representative

|                                  |   |                        |
|----------------------------------|---|------------------------|
| <i>Robert Davis</i><br>Signature | <i>Commissioner of Personnel</i><br>Title | <i>7/16/57</i><br>Date |
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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

QUEST FOR RECORDS RETENTION ( SCHEDULE  
(Continuation Sheet)

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of new positions. Specifically, the material pertaining to an individual study includes SEC 138, Request for Classification of Position; BB 40, Request for Position Action (budget authorization for establishing or abolishing a position); and a copy of the classification study on a particular position together with any correspondence relating to the study. Correspondence not related to a specific classification study is separately filed with General Classification Correspondence (Item 3). Duplicate classification studies of individual positions are included with Classification Surveys (Item 5).  
RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. GENERAL CLASSIFICATION CORRESPONDENCE

Size: 8½" x 11"  
 Dates: 1943 - -  
 Quantity: 5 drawers (9 cubic feet)  
 File Arrangement: Alphabetical by position classification  
 Annual Accumulation: 1 cubic foot (estimated)  
 Disposable Amount: 4 cubic feet (estimated)

This file contains general correspondence which has been segregated from related material in the Classification Studies File (Item 2). It is concerned with notifying agencies of changes in classification titles, and general information relating to classification actions. Other materials include: notices from the Commissioner to complete and return classification questionnaires, and requests for classification studies of social work positions.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. POSITION DESCRIPTION FILE (INDIVIDUAL)

Form No.: Listed below  
 Size: 8½" x 11"  
 Dates: 1946 - -  
 Quantity: 5 drawers (9 cubic feet)  
 File Arrangement: Alphabetical by position title; alphabetical by agency within each position folder  
 Annual Accumulation: 1 cubic foot

Position Description forms are initiated by State agencies after they request classification actions on positions under the Merit System. Each action taken relative to a particular classification request is shown on various forms listed below. Forms relating to positions not under the Merit System are maintained in this file on a segregated basis. Information in this file is basic for conducting classification surveys for an entire agency, after which time the forms pertaining to the surveyed agency have no value. Any of the following forms may occur in a typical position description

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(Continuation Sheet)

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folder:

SEC 124 (Rev.), Classification Questionnaire (schedule of duties may be attached)

SEC 136 (Rev.), Duties Questionnaire, New Position (processed through Budget Bureau)

Records relating to University of Maryland positions, some of which are not under the Merit System, are maintained on a segregated basis within this file.

RECOMMENDATION: RETAIN UNTIL THE COMPLETION OF AN AGENCY-WIDE SURVEY AND THEN DESTROY.

5. CLASSIFICATION SURVEYS (DEPARTMENTAL)

Form No.: Listed below

Size: 8 1/2" x 11"

Dates: 1943 - -

Quantity: current: 4 drawers (7 cubic feet)

superseded: 2 drawers (4 cubic feet)

total, 11 cubic feet

File Arrangement: Alphabetical by agency

Annual Accumulation: 1 cubic foot

Disposable Amount: 4 cubic feet

This file contains the reports on classification surveys of State departments made by the Classification Division. Surveys are initiated at the request of an agency, the request of the Standard Salary Board, or by the Classification Division on its own initiative. If the survey has been initiated at agency request, the file will contain the allocation request forms, 36 N or 37 N for new positions and reclassifications. The recommendation below applies to the survey reports and the copies of individual classification studies which may be filed. Duplicate individual classification studies are included in Classification Studies (Individual) File, Item 2).

RECOMMENDATION: RETAIN SURVEY REPORTS OF INDIVIDUAL AGENCIES FOR FIVE YEARS OR UNTIL SUPERSEDED, WHICHEVER IS LATER, AND THEN DESTROY THE OBSOLETE SURVEY.

6. JOB SPECIFICATION HISTORY FILE

Size: 8 1/2" x 11"

Dates: 1946 - -

Quantity: 5 drawers (9 cubic feet)

File Arrangement: Alphabetical by class of position

Annual Accumulation: 1 cubic foot

This file contains a folder for each class of position. The folder

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SECRETARY

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(Continuation Sheet)

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on a particular class of position includes the original specification, revised specification, and correspondence or other papers which relate to a specification revision, e.g. a statement showing recruiting difficulty after qualifications have been raised. Other records which may occur are: correspondence concerning test announcements for the classification in question; schedule of job requirements; Form 6 C (Rev. 3/12/56) titled "The Position." The file reflects the history of a particular position classification and aids in predicting the probable results if changes in specifications are made.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

7. CLASSIFICATION PLAN BOOKS (OFFICIAL SPECIFICATIONS FILE)

Size: 8½" x 11"  
 Dates: 1946 - -  
 Quantity: 24 notebooks (2 cubic feet)  
 File Arrangement: Numerical by specification number  
 Annual Accumulation: Less than ½ cubic foot

The official signed copy of all specifications for all current position classifications are included in this file. As specifications become obsolete and are replaced, the obsolete copies are transferred to the Job Specification History File (Item 6). In the event that a classification is abolished, the specifications are filed in separate notebooks in the same file.

RECOMMENDATION: RETAIN PERMANENTLY.

8. CLASSIFICATION CONTROL CARD FILE

Form No.: Acme 62418-6P  
 Size: 4" x 6"  
 Dates: 1953 - -  
 Quantity: Approximately 120 trays (visifile)  
 File Arrangement: Alphabetical by agency

All classifications of positions are covered by the Position Control File (Visible Index type). Cards are prepared upon the establishment of the position by budgetary authorization and the completion of a position study for a particular agency. A series of cards for a certain agency reflects the number of separate position studies and the position classification which is allocated as the result of a study. Specifically, each card carries the following information: name of agency and division thereof, date of establishment (of position), study number, position number; in columns--the number of positions and date (of allocation), study number, date studied, previous classification, allocation, incumbent, and position number.

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At the bottom appears a remarks section.

The Position Control Card File (Schedule No. 303 Item 4) - maintained by the Administrative Division - lists incumbents by name but does not necessarily show the history of the allocation of a certain position.

Classification Control Cards have no value after the positions to which they relate have been abolished.

RECOMMENDATION: RETAIN WHILE CLASSIFICATION IS IN EFFECT AND THEN DESTROY, PROVIDED THAT CLASSIFICATION HAS BEEN IN EFFECT FOR AT LEAST THREE YEARS.

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