

REQUIREMENT FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 437

PAGE NO. 1

1. Requesting Agency  
DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency  
SPRINGFIELD STATE HOSPITAL

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	<p><b>PERSONNEL FILES (EMPLOYEE FOLDERS)</b></p> <p>Size: Letter size Dates: 1957... Quantity: 36 file drawers File Arr.: Alphabetical, by name of employee</p> <p>The Personnel Files contain all or some of the following papers:-</p> <table border="1"> <thead> <tr> <th>Form No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>MS 100</td> <td>Application for State Employment</td> </tr> <tr> <td>----</td> <td>Correspondence</td> </tr> <tr> <td>MS 200</td> <td>Notice to be Admitted to the Test (copy)</td> </tr> <tr> <td>MS 104</td> <td>Labor Registry Application</td> </tr> <tr> <td>MS 350</td> <td>Request for Temporary Appointment</td> </tr> <tr> <td>MS 406</td> <td>Medical Examination for Appointment</td> </tr> <tr> <td>SF 1</td> <td>First Report of Injury</td> </tr> <tr> <td>CT 8</td> <td>Security Questionnaire</td> </tr> <tr> <td>----</td> <td>Rating Questionnaire</td> </tr> <tr> <td>----</td> <td>Notice of Employment</td> </tr> <tr> <td>A-1-60</td> <td>Employee Questionnaire</td> </tr> <tr> <td>SFC 156</td> <td>Medical Examination for Employment</td> </tr> <tr> <td>CTP</td> <td>Evaluation Sheet</td> </tr> <tr> <td>----</td> <td>Reprimands and Exhibits</td> </tr> <tr> <td>SFC 4A</td> <td>Disciplinary Suspension Form</td> </tr> <tr> <td>----</td> <td>Suspension Request</td> </tr> <tr> <td>CTP</td> <td>Time Cards</td> </tr> <tr> <td>----</td> <td>Office Payroll Memo</td> </tr> <tr> <td>CTP</td> <td>Request for X-ray Examination</td> </tr> <tr> <td>BL 11</td> <td>Syphilis Serology</td> </tr> <tr> <td>ERS #2</td> <td>Employee's Retirement System Application</td> </tr> </tbody> </table>	Form No.	Title	MS 100	Application for State Employment	----	Correspondence	MS 200	Notice to be Admitted to the Test (copy)	MS 104	Labor Registry Application	MS 350	Request for Temporary Appointment	MS 406	Medical Examination for Appointment	SF 1	First Report of Injury	CT 8	Security Questionnaire	----	Rating Questionnaire	----	Notice of Employment	A-1-60	Employee Questionnaire	SFC 156	Medical Examination for Employment	CTP	Evaluation Sheet	----	Reprimands and Exhibits	SFC 4A	Disciplinary Suspension Form	----	Suspension Request	CTP	Time Cards	----	Office Payroll Memo	CTP	Request for X-ray Examination	BL 11	Syphilis Serology	ERS #2	Employee's Retirement System Application	(continued)
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7. Agency, Division or Bureau Representative

Leonard E. Adams                      Asst. Dir.                      2/11/66  
Signature                                      Title                                      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.

2/7/66                      Morris S. Redoff                      2/18/66                      Andrew H. [Signature]  
Date                                      Archivist                                      Date                                      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.

1 (cont.)

- W-4 Employee's Withholding Exemption Certificate
- MW 507 Employee's Maryland Withholding Exemption Certificate
- CPE Employee's Record Sheet (attendance)
- CD-NS-5-60 Report of Employee: Accident or injury
- CTP Clothing Receipt
- A-3-60 Monthly Probationary Reports
- Letter of Resignation
- P-2-60 Employee's Release
- CB 103 Cut-Off Information Record for file of State Commissioner of Personnel

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER TERMINATION OF EMPLOYMENT, THEN DESTROY.

2

EMPLOYEE HISTORY CARDS

Dates: 1896...  
File Arr.: Alphabetical, by name of employee

The Employee History Cards are composed of two cards for each employee: (1) History Card, and (2) Rating Card.

The History Card gives name, address and telephone number of the employee, his number, his sex and color, name of person to be notified in case of accident, employee's birth date and marital status, the department number, employee's Social Security number, his retirement number, rate date of retirement enrollment, date of approval of physical examination, veteran's number (if any), education code number, locker number, date of appointment and title of position, starting salary, with salary and position changes and dates, termination date and reason for leaving, and remarks. The Rating Card has space for efficiency ratings, names of the raters, and any disciplinary actions taken, with the reasons, dates and results of such actions.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER TERMINATION OF EMPLOYMENT, THEN DESTROY.

3

LEAVE RECORD CARDS

Size: 5" x 8" cards  
Dates: 1960...  
Quantity: 6 visible card trays  
File Arr.: Alphabetical, by name of employee  
Audit: State

Leave is recorded by the visible method under the name of the employee, giving month and day, type of leave taken, and type of leave earned, including compensatory leave.

RECOMMENDATION: A. RETAIN EMPLOYEE'S LAST LEAVE RECORD CARD PRIOR TO TERMINATION OF SERVICE FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.  
B. RETAIN ALL OTHER LEAVE RECORDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

(continued)

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**4 EMPLOYEE'S STATUS CARD (MASTER AUTHORIZATION CARD)**

Quantity: 15,000-20,000 cards (est.)  
Dates: 1956...  
Audit: State

The Master Authorization Card was replaced in 1964 by the Employee's Status Card, a punched card with interpretation.

These cards are the authorization for placing an employee's name on the payroll and for changes in pay or status. The Employee's Status Card is returned to the Commissioner of Personnel after the information is transferred to the office personnel records.

The recommendation below therefore applies principally to the old Master Authorization Cards but would also apply to the new form if it were retained by the office.

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

**5 GENERAL PERSONNEL FILE**

Size: Letter size  
Dates: 1960...  
Quantity: 4 file drawers  
File Arr.: Alphabetical, by subject

The contents of this file include reports and studies and general material relating to employees and employee-employer relationships, as follows:-

<u>Form No.</u>	<u>Description</u>
MS 330, 330-A	Certification of Eligibles Commissioner of Personnel - Policies & Procedures Grievance Committee Orientation Programs Overtime Personnel Managers Physicians
BB 40	Position Requests Problems and Recommendations Reclassification Requests Reclassifications - Pending and completed Employee Regulations
ERS 6	Retirement System Certification of Rates & Contributions Salaries and Adjustments Staffing in General Wasserman Turnover Vacancies X-rays

Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases. Printed and mimeographed material and blank forms are considered non-record within the meaning of the statute (Ann. Code of Md., 1957 ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

**RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.**