

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

Administrative

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Employees' History Folders</u></p> <p>An individual history folder is prepared for each permanent employee included under the State Merit System. Employees' folders contain original application for State employment, MS-310, ledger card, general correspondence in reference to employee, in addition to superior and unsatisfactory efficiency ratings.</p>	<p>Retain in office for as long as the individual remains an employee of the State, then store in Records Center for a total of fifty-six (56) years, then destroy.</p>
2	<p><u>Unsatisfactory Record Report (MS-106)</u></p> <p>4" by 6" file card containing information stating why candidates for a particular classification are ineligible for State employment.</p>	<p>Retain in office for one (1) year, transfer to a State Records Center for a total of fifty-six (56) years, then destroy.</p>
3	<p><u>Time Cards (Form 38)</u></p> <p>5" by 8" card on which appears the time an employee worked, leave time, compensatory time, etc. calculated on a two week pay period.</p>	<p>Retain in office for one (1) year, transfer to a State Records Center for a total of fifty-six (56) years, then destroy.</p>
4	<p><u>Annual Efficiency Rating Report Cards (Efficiency Rating Reports)</u></p> <p>IBM cards which contain the efficiency ratings for all State employees. These cards are issued annually. The cards are issued by the employee's supervisor and signed by the employee.</p>	<p>Retain in office for one (1) year, transfer to a State Records Center for a total of fifty-six (56) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

*William J. Freeman*  
Signature

*Director Administrative Div.*  
Title

*4-26-77*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*8/1/77*  
Date

*Edward J. Foxen*  
Archivist

Date

Secretary

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Item No.	Description	Retention
5	<u>Moving and Interviewing Expense Letters</u>  Letters from State agencies which must be approved by the Department of Personnel granting authorization of payment of expenses for job interviews and moving expenses if hired. These upper level positions cannot be filled from within the State.	Retain in office for three (3) years, then destroy.
6	<u>Sick Leave Statistical Reports and Efficiency Ratings</u>  Statistical data relating to annual exception efficiency ratings and employees' annual sick leave. Efficiency ratings referred to are either superior or inferior ratings. This data is used to formulate personnel and fiscal policy.	Retain in office until policy change, but at least three (3) years, then destroy.
7	<u>Rules Files--State Employees Personnel Rules and Regulations</u>  Correspondence with agencies concerning rules and regulations in reference to personnel policies and procedures. Information included in these files may pertain to any one of the following items: leave, awards, military reinstatement, grievances, overtime, etc.	Retain permanently. Offer to the Archives Division of the Hall of Records Commission when inactive.
8	<u>Physical Reports (Factual Physical Examination Reports)</u>  Physical exam report that is required of all permanent classified State employees when entering State service.	Retain in office for two (2) years, transfer to a State Records Center for an additional three (3) years, then destroy.
9	<u>Special Medical Problems</u>  Medical case histories of State employees with special medical problems. These files contain reports from the State medical unit, outside medical reports, recommendations from the State doctor, and general correspondence concerning patients' medical problems.	Retain in office for five (5) years, then destroy.
10	<u>Blood Assurance Computer Cards</u>  This card identifies the person as a member of the Maryland State Employees Group I Blood Program. This card lists personal information concerning the blood donor.	Retain in office for three (3) years, then destroy.

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11	<p><u>Employee Identification Card Information Form and Log Sheets</u></p> <p>Informational form that is filled out by the employee stating the name, social security number, department and agency, which is used as a source material for issuance of ID card.</p>	<p>Transfer form to employee's history folder after ID has been processed.</p>
12	<p><u>Miscellaneous File</u></p> <p>This file contains parking permit material for the department, the State car log, and any information pertaining to these two files.</p>	<p>Retain for three (3) years, then destroy.</p>
13	<p><u>Blood Program Material</u></p> <p>List of donors' names, blood types, agency where they work, blood credit slips which have been processed or pending notification from Red Cross. All material pertaining to blood donor day.</p>	<p>Retain for three (3) years, then destroy.</p>
14	<p><u>Board of Ethics File</u></p> <p>This file contains correspondence and opinions concerning the Board of Ethics and the Maryland Code of Ethics. These files are not complete files. These are files kept with the Secretary of the Board.</p>	<p>Retain permanently. Offer to the Archives Division of the Hall of Records Commission when inactive.</p>
15	<p><u>Sick Leave (Advancement, Restoration, and Extended)</u></p> <p>The Department of Personnel must approve these particular types of sick leave before they must be administered.</p>	<p>Retain until approval is granted, then transfer to employee's folder.</p>
16	<p><u>Employee Policy Correspondence</u></p> <p>Correspondence with State agencies and individuals in reference to personnel policy -- rules and regulations.</p>	<p>Correspondence dealing with a particular employee is to be retained as long as employee history folder is kept.</p>
17	<p><u>General Policy Correspondence</u></p> <p>Correspondence with State agencies in reference to personnel policy -- rules and regulations.</p>	<p>General Policy correspondence is to be retained permanently.</p>