

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

ADMINISTRATIVE

Item No.	Description	Retention
1	<p>This item supersedes Item 1 on Schedule 690-2B dated July 6, 1982.</p> <p><u>EMPLOYEES' HISTORY FOLDERS</u></p> <p>An individual's history folder is prepared for each permanent employee included under the State Merit System. Employees' folders contain original application for State employment, MS 310, general correspondence in reference to employee, in addition to overall unsatisfactory efficiency ratings, and probationary reports exclusive of satisfactory reports.</p> <p>a) Active microfilm</p> <p>b) Inactive microfilm</p>	<p>Microfilm and destroy Send master to State Archives.</p> <p>Retain in office for four(4) years after employee has left State service, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

52386 *[Signature]* D.A. Du...
 Date Signature Title

9/19/86 *[Signature]*
 Date State Archivist

STATE OF MARYLAND
DEPARTMENT OF PERSONNEL

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Governor



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May 16, 1986

Mr. Edward C. Papenfuse
State Archivist & Comm. of Land Patents
Maryland State Archives
Hall of Records Commission
Corner of St. John's St. & College Avenue
Annapolis, Maryland 21401



Dear Mr. Papenfuse:

At the beginning of this fiscal year, this Department began gathering information from various companies regarding microfiche techniques which could be applied to our needs in the Records Management Unit. The 3M Company was selected. The conversion project itself began during October, 1985, and is projected for completion no later than December, 1986.

I was delegated the responsibility of monitoring the four temporary extra employees and the two permanent employees who would perform the conversion of approximately 71,280 State employee folders to microfiche jackets. The project is well underway with approximately one fourth of the folders converted.

PUM / As the project has progressed, several problems have arisen and fortunately have been solved. A major problem which has not been solved, and for which I am asking your assistance, is how to dispose of the original employee folders at the completion of the conversion process. We would like to begin removing the processed folders from the Record Management Unit as soon as possible.

At the onset of the project, Mr. Thomas E. Diggin, Personnel Administrator posed questions to this Department's General Counsel to determine the legal implications of using the microfiche system. Our General Counsel responded that the original material could be destroyed under certain conditions and with the written approval of the State Archivist. We were also told that the material could be destroyed if the State Archives declined to accept the material and if the copied material met the standards established by the Archives. The General Counsel did not address the legal implications of destroying active as well as inactive folders after

microfiching. Please comment on this issue.

At the time I contacted your office, you were not available. I spoke with other persons in your office who informed me that your office did not accept documents of this type and referred me to the Department of General Services, Records Management Division, Jessup, Maryland.

Mr. Diggin and I met with Mr. Paul C. Lamberson, Records Center Manager, to determine a projected shipping date and retention schedule. A revised retention schedule has been submitted to permit the active and inactive employees' folders to be microfiched and destroyed. The Records Management Division has agreed to accept the initial batch of employees' folders and retain them for two years. After one year, this Department and the Records Management Division will review the year's problems with the microfiche system and decide if the records will be destroyed after the second year or consider retaining them no longer than a total of five years. The first shipment of records to the Records Management Division will be during the first week in August.

Also, please find enclosed samples of the microfiche jackets, film, and microfiche jacket copies.

I hope that I have adequately stated this Department's intentions. Any comments or recommendations would be greatly appreciated.

Sincerely,



Gregory L. Smith
Administrative Officer

GLS:dan

cc: L. Kiprow
Thomas E. Diggin
Paul C. Lamberson