

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EMPLOYMENT AND TRAINING

OFFICE OF ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
<u>ADMINISTRATIVE OFFICES</u>		
1	<p><u>Assistant Secretary's and Division Directors' General Correspondence</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, and other material relating to the functions of the Department of Employment and Training.</p>	<p>Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Hall of Records.</p>
2	<p><u>General Administrative Correspondence File</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the Department of Employment and Training.</p>	<p>Screen annually. Destroy that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Hall of Records.</p>
3	<p><u>Contracts</u></p> <p>This record may include but is not limited to the following types of contracts: Service Agreements, Training Agreements, Grant Agreements, OEO Contracts, Cooperative Reimbursement Agreements, and Data Processing.</p>	<p>Retain in file for three (3) fiscal years after the termination of the contract. Retain in storage for two (2) additional fiscal years and before destruction verify that all State and</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

JUN 26 1984

Patrick B. Kwan

Date Signature Title

Date State Archivist

Director, Division of General Services

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item	Description	Retention
4	<p style="text-align: center;"><u>DIVISION OF PERSONNEL</u></p> <p><u>Personnel Folders</u></p> <p>Upon being selected for employment within the Department of Employment & Training either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents: An application, a personnel position action request, an appointment letter, a personnel payroll form, a personnel transaction form, copy of retirement form, a personnel recruitment and screening report and copies of any correspondence relating to the new appointment. As seniority is earned, the file may contain copies of efficiency ratings, reclassifications, promotions, counseling sessions, change of address forms and commendations. The final document to be shown in the folder would be a letter of resignation, retirement, transfer, or dismissal, along with a personnel payroll form.</p>	<p>Federal audit requirements and any litigation involving these records have been completed.</p> <p>Retain for three (3) years after termination of employment and then destroy.</p>
5	<p><u>History Card</u></p> <p>Upon being selected for employment within the Department of Employment and Training either as a new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared. This card reflects the name, address, social security number, telephone number, race, sex, birthdate, increment date, entry on duty date, classification, effective date, employment status, salary and position identification number for the employee. Each reclassification, promotion, demotion, change in salary extended probation, title change, change of address or telephone number is duly noted on the card. The last entry on the history card would reflect a resignation, retirement, transfer, dismissal or expiration. The card would then be filed inside the personnel folder and filed in the inactive file.</p>	<p>Retain for three (3) years after termination of employment and then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
<u>DIVISION OF GENERAL SERVICES</u>		
6	<p><u>Maintenance Records</u></p> <p>Arranged chronologically, these files reflect expenditures of time, personnel, materials and equipment used to complete a specific maintenance task. Files may contain the following: Emergency work order - Form OPM 106, preventive maintenance work order - Form OPM 107, administrative time record - Form OPM 108 and computer print-outs.</p>	<p>Retain for three (3) years, then destroy.</p>
7	<p><u>Security Shift Reports and Schedules</u></p> <p>These files consist of numerous forms used to document time worked and duty performed by shift personnel while on duty. These forms are arranged in various patterns and consist of the following: Supervisor's check-in sheet, control console log, control console log continuation, individual security service report, security force check-in and time sheet and security force duty.</p> <p><u>Incident Reports and Summary File (BG-29)</u></p> <p>This file contains detailed reports of incidents, offenses and complaints which have occurred in the areas of the DET office buildings and adjoining roads. These records are useful in detecting trends and documenting unusual events which facilitate improved security planning.</p>	<p>Retain for one (1) year, then destroy.</p> <p>Retain for three (3) years, then destroy.</p>
9	<p><u>Mechanical Time Punch Data</u></p> <p>Consisting of print outs and dials which have been mechanically or electronically punched to show the entrance and exit times of areas in the office building located at 1100 North Eutaw Street.</p>	<p>Retain for one (1) year, then destroy.</p>
10	<p><u>Lease File</u></p> <p>Contains the lease agreements and blue prints and drawings of all physical facilities under the jurisdiction of DET.</p>	<p>Retain for three (3) years after the expiration of lease, then destroy.</p>
11	<p><u>Parking Area Control Files</u></p> <p>Contains documents relating to the allocation of parking spaces, control of issuance and withdrawal of parking permits.</p>	<p>Retain for one (1) year, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

	Description	Retention
12	<p><u>Building Files</u></p> <p>Contains the original and revised plans, site plans, blue prints and drawings of the building at 1100 North Eutaw Street. Contains documents which show modifications to the building.</p>	<p>Retain permanently.</p>
13	<p><u>Vehicle Maintenance Files (Repair Logs)</u></p> <p>These files consist of documents which show labor and costs of maintenance and repair work on vehicles assigned to DET.</p>	<p>Retain until vehicle is disposed of, then destroy.</p>
14	<p><u>Motor Vehicle Logs</u></p> <p>Consisting of Forms MFOMS-1 (Operators Daily Log) and MV-1 (Truck and Bus Form) which show the mileage, fuel and oil usage on state vehicles assigned to DET.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled then destroy.</p>
15	<p><u>Printing Production Records</u></p> <p>This record consists of documents which show the type and number of impressions of various forms and pamphlets produced in the print shop.</p>	<p>Retain for two (2) years, then destroy.</p>
16	<p><u>Record of Accident Involving a State Vehicle</u></p> <p>One copy to DET General Services.</p>	<p>Retain for three (3) years, then destroy.</p>
17	<p><u>Daily Issue Forms</u></p> <p>Chronological arrangement of in-office issue form showing acceptance of responsibility of item listed thereon. (supplies, equipment)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
18	<p><u>Annual Inventory Reports</u></p> <p>Materials and supplies physical inventory, report of fixed assets and report of materials and supplies.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

NO.	Description	Retention
<u>DIVISION OF BUDGET & FINANCE</u>		
19	<u>Requisition Files (99A)</u> This series of records consist of multi-colored form used by purchasing to initiate the preparation of purchase orders or requisitions for supplies, services or equipment. Disposition of the form is as follows: Blue to fiscal, yellow to purchasing files and pink and green to requestor.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
20	<u>Equipment Inventory Cards</u> This series of cards is arranged by location of equipment for which DET is held responsible. Cards show type of equipment, location and most recent inventory date.	Retain cards until equipment is disposed of and until all audit requirements have been fulfilled, then destroy.
21	<u>Miscellaneous Accounting Records</u> Memorandum receipt and property condemnation reports, paid bills and invoices, receiving reports, requisitions and purchase orders and stock record cards.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
22	<u>Purchasing Records</u> Actual emergency and repairs report, copy of contract awarded, credit memorandum, notice of award of contract, out-of-schedule requisition for supplies, purchase order, report of partial delivery and requisition for supplies.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
23	<u>Expenditure of Funds</u> Supporting documents pertaining to the Department's expenditure of funds, such as, budget papers and worksheets and status of funds materials.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
24	<u>Service Contracts</u> Contracts which the Department has entered into for provision of various services.	Retain for five (5) years from expiration of contract, and until all audit requirements have been fulfilled, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

	Description	Retention
25	<p><u>Reports (Budget, Evaluation, Special Studies, Data Analysis, etc.)</u></p> <p>A. Budget History - tracking of Department's budget, including information pertaining to formulation of the budget request, decision-making process, follow-up, negotiations, etc. (includes Budget Submissions)</p> <ol style="list-style-type: none"> 1. PPES Guidance Package - primary method for obtaining local input for budget decision-making process. 2. PPES Feedback Package - summarizes local department responses, prioritizes items, and is used as a tool when formulating the Department's budget request. 3. Data Analysis - includes items related to various programs operated by the Department. <p>B. General Planning Documents</p> <ol style="list-style-type: none"> 1. Executive Plan - consists of Executive Summary and Departmental Plan - deals with goals, conditions and trends, priorities, and implementation plans, as well as individual program plans. <p>C. Evaluation Reports - includes APER, which describes specific accomplishments and problems of each State project, and gives overall assessment of programs performance.</p> <p>D. Special Studies - includes various reports which address specific topics.</p>	<p>Retain for ten (10) years from issue date, then destroy.</p> <p>Retain permanently for eventual transfer to Hall of Records.</p> <p>Retain permanently for eventual transfer to Hall of Records.</p> <p>Retain permanently for eventual transfer to Hall of Records.</p>
26	<p><u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
27	<p><u>Special Accounting Records</u></p> <p>A. Reports of audits conducted by persons or agencies other than the Legislative Auditors.</p>	<p>Retain permanently.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
	B. Reports of audits conducted by the Legislative Auditors.	Retain for ten (10) years, then destroy.
	C. Cost Allocation Plan Appropriation Ledgers/Federal Ledgers Reports of Independent Auditors Year End Workpapers Closing Statements	Retain for three (3) years, and until all audit requirements have been fulfilled, then destroy.
28	<u>Budget and Fiscal Planning Records</u> Budget Papers and Work Sheets Budget Estimates Budget Schedule Amendment Work Sheets Chart of Accounts	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
29	<u>Payroll Accounting Records</u> A. Employee History Card File B. Payroll and Check Register Payroll Exceptions Time Report Payroll Contracts Leave Records Salary Cost Distribution Work Sheets 604's, 127's, and Time Sheets	Retain for ten (10) years after termination of employment, then destroy. Retain for three (3) years, until all audit requirements have been fulfilled, then destroy.
30	<u>Miscellaneous Accounting Records</u> A. Working Fund Bank Books, Statements, and Deposit Receipts Working Fund Cancelled Checks, Check Copies, and Check Stubs Delivery Orders and Receipts Mileage Reports Paid Bills, Invoices, and TL's Periodic Financial Reports to Local/State Federal Agencies Reconciliation and Trial Balance Sheets Employer Copy of 1099's B. Accounts Receivable Records	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. Retain until resolved, then destroy.
31	<u>Data Processing Runs</u> STARS Reports State Office Runs	Retain for three (3) years and until all audit requirements have been

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
	<p>Vendor Accumulative Run SESA Reports Position Control Run</p> <p style="text-align: center;"><u>DIVISION OF RESEARCH & ANALYSIS</u></p>	fulfilled, then destroy.
32	<p><u>Correspondence</u></p> <p>A. Director's General Correspondence - subject arrangement of original incoming letters, copies of outgoing letters, memoranda, Research and Analysis letters, and other material relating to the functions of the Research and Analysis Division.</p> <p>B. General Administrative Correspondence File - subject arrangement of reports, studies, surveys, validations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of Research and Analysis.</p>	<p>Retain for three (3) years, then destroy material unnecessary for current business.</p> <p>Screen annually. Destroy that material no longer needed for current business.</p>
33	<p>CES/LTS/LAUS</p> <p>A. Data Processing - computer listings, requests for data processing runs, information on automations of the CES, LTX, and LAUS programs, and computer printouts from the LAUS research project.</p> <p>B. Work Sheets -</p> <p>1. CES work sheets for 1970 to current, LTS work sheets for 1972 to current, CES area work sheets for 1978 to present, female employment work sheets for 1970 to present, and CES hour and earnings work sheets for 1979 to present.</p> <p>2. LAUS work sheets.</p> <p>C. Draft Material - publications, monthly CES and LTX estimates draft material.</p> <p>D. Material from Surveys -</p> <p>1. CES office record cards, CES benchmarking materials, narrative and graphs on trends in LAUS, CES, and LTS estimates, information from the Current Population Survey, survey forms from interstate reports to the CES program.</p>	<p>Retain for five (5) years. Review and destroy all material unnecessary for current business.</p> <p>Retain for twenty (20) years. Review and destroy all material unnecessary for current business.</p> <p>Retain for six (6) years, then destroy.</p> <p>Retain for one (1) year, then destroy.</p> <p>Retain for four (4) years, then destroy all material unnecessary for current business.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 991-2

PAGE
NO. 9 of 15

No.	Description	Retention
	2. CES benchmark cards, CPI Information, internal program instructions, explanations, and lists of codes, IBM cards for LTS and CES address labels and for the CES registry, disclosure letters from CES sample firms.	Retain for twenty (20) years. Review and destroy material unnecessary for current business.
	3. CES product statements.	Retain for two (2) years. Review and destroy material unnecessary for current business.
	4. CES and LTS registry change forms, CES and LTS transaction forms for Data processing and the mailing of closings, reports of CES and LTS closing dates, materials used in the monthly CES estimates, and non-match reports from the Department of Labor on CES closings.	Retain for one (1) year, then destroy.
	5. Survey forms for the CES and LTS programs, CES and LTS registry printouts.	Retain for three (3) years, then destroy.
	6. Information on the CES and LTS samples, analysis of the results from CES and LTS solicitations of new reporters, tables with the monthly CES and LTS estimates, information on closings and mailing dates, information on ASU.	Retain for two (2) years, then destroy.
	7. Annual average tables for CES, LTS and LAUS estimates.	Retain for ten (10) years and review. Destroy material no longer being released.
34	<u>OES, ES 202, TPL & Mark IV, and LOOK</u>	
	A. Data Processing -	
	1. LOOK Analytical Tables, LOOK Summary Tables LOOK microfiche, and TPL and Mark IV Code Books.	Retain for five years and review. Destroy any material no longer needed.
	2. OES final listing.	Retain for three (3) years and review. Destroy any material no longer needed.
	3. OES Matrix microfiche and listing.	Retain for four (4) years and review. Destroy those no longer needed.
	4. TPL and Mark IV Program decks.	Retain for twenty (20) years and review. Destroy obsolete material.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 991-2

PAGE
NO. 10 of 15

No.	Description	Retention
	5. ES 202 final extract and maintenance listing, ES 202 final edit listings, and ES 202 Contributions microfiche.	Retain 1.5 years, then destroy.
	6. OES update listings, ES 202 extract and maintenance listings, ES 202 Bureau of Labor Statistics edit listings.	Retain until next listing produced and then destroy material unnecessary for conducting business.
	7. ES 202 Ownership Table, ES 202 list of reimburseables, ES 202 list of multiples.	Retain for .25 years and review. Destroy material unnecessary for conducting business.
	8. ES 202 Summary Tables.	Retain for ten (10) years and review. Destroy material no longer needed.
	B. Forms -	
	1. OES survey forms and ES 202 product statements.	Retain for three (3) years and review. Destroy material no longer necessary for current business.
	2. OES coding sheets.	Retain until files updated, then destroy.
	3. LOOK work sheets.	Retain for two (2) years and review. Destroy material no longer necessary for current business.
	C. LOOK final report	Retain for five (5) years and review. Destroy material when no longer needed for current business.
35	Reports - UI & ES	
	A. Data Processing -	
	1. ES 203 - IBM cards.	Retain for two (2) years, then destroy.
	2. ES 204, ES 202 and ETA 5159.	Retain for twenty (20) years and review. Destroy material unnecessary for current business.
	3. ES 203 - ES 218 - data listing	Retain for ten (10) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

	Description	Retention
	4. ETA 586 - data listing.	Retain for five (5) years, then destroy.
	B. Forms -	
	1. ETA 207, DET/ESA 136A.	Retain for four (4) years then destroy.
	2. ETA 209D, ETA 5148D.	Retain for one (1) year, then destroy.
	3. DET/ESA 123.	Retain for three (3) years, then destroy.
	4. ETA 223, DET/ESA 579 & 579A, ETA 536A & B, ETA 581.	Retain for two (2) years, then destroy.
	C. Final Reports -	
	1. ETA 207, ETA 5-210, local office claims ledger, ES-218, ETA 223, ETA 227, ES 228, ETA 586, ETA 5157, ETA 5159, ES 232, ETA 5-32, ETA 5-39, MA 5-130, & ETA 581.	Retain for twenty (20) years and review. Destroy all unnecessary material.
	2. ETA 235, ETA 563A & B, & ETA 5148D.	Retain for ten (10) years, and review. Destroy all unnecessary material.
	3. ETA 209D & ESA 119B.	Retain for five (5) years and review. Destroy all unnecessary material.
36	<u>NDS UNIT</u>	
	A. Data Processing -	
	1. ESARS (Employment Security Automated Reporting System).	Retain for twenty (20) Years and review. Destroy all unnecessary reports.
	2. Occupational Wage Information.	Retain for five (5) years and review. Destroy all unnecessary information.
	3. Veteran Preference Indicators of Compliance.	Retain for two (2) years and review. Destroy all unnecessary information.
	B. Reports -	
	1. ETA 5-20	Retain for twenty (20) years and review. Destroy all

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
37	<p><u>Common - Entire Division</u></p> <p>A. Manuals -</p> <p>1. ETA 309, ETA 5-39, ETA 373, ETA 361 SIC, DOT, OES Operation Manuals, ES 202 Operation Manual, Directory of Md. Manufactures, TPL and Mark IV Operation Manuals & reference materials, information on the use of the programmable calculator, & LTS, CES & LAUS Manuals.</p> <p>2. Letters and instructions from Department of Labor on programs.</p> <p>3. Materials from training conferences and other training materials.</p> <p>B. Special Reports -</p> <p>One time surveys and analytical reports.</p> <p>C. Publication -</p> <p>Those publications produced by Research and Analysis.</p> <p>D. Personnel Records -</p> <p>Division records on personnel matters involving staff.</p>	<p>unnecessary information.</p> <p>Retain for one (1) year, then destroy.</p> <p>Screen periodically, destroying all materials that are no longer needed.</p> <p>Screen periodically, destroying all materials that are no longer needed.</p> <p>Review once a year and destroy all obsolete material.</p> <p>Retain for five (5) years and review. Destroy material no longer necessary for current business.</p> <p>Annually one complete set of publications will be picked up by archival staff or designate. Retain until material is no longer of use to Research & Analysis, then destroy.</p> <p>Retain for one (1) year after employee leaves, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
	<u>GLOSSARY</u>	
	<u>Terms Arranged Alphabetically</u>	
	ASU - Areas of Substantial Unemployment	
	CES - Current Employment Statistics	
	CPI - Consumer Price Index	
	DOT - Dictionary of Occupational Titles	
	ESARS - Employment Security Automated Reporting System	
	LAUS - Local Area Unemployment Statistics	
	LOOK - Local Area Unemployment Statistics	
	LTS - Labor Turnover Statistics	
	NDS - National Data Systems	
	OES - Occupational Employment Statistics	
	SIC - Standard Industrial Classification	
	TPL - Table Producing Language	
	<u>Forms Arranged Alphabetically/Sequentially</u>	
	ESA 119B - Non-Monetary Determination, disqualification and Appeals-All Programs - State and Local	
	ESA 123 - Local Office Weekly Claims Taking	
	ESA 136A - Benefit Appeal	
	ESA 579 & 579A - Local Office Wage Survey	
	ES 202 Employment and Wages Program	
	ES 203 - Claimant Characteristics Report	
	ES 204 - Experience Rating Report	
	ES 218 - Benefit Rights and Experience Report	
	ES 228 - Report of Work Stoppages	
	ES 232 - Domestic and Agricultural In-Season Wage Report	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Description	Retention
ETA 207 - Report of Non-Monetary Determination Activities	
ETA 209D - Report of Local Office Directory Changes and Directory Verification	
ETA 223 - In-Season Farm Labor Report	
ETA 227 - Report of Overpayments and Wilful Misrepresentation	
ETA 235 - Report of Significant Layoff	
ETA 309 - ESARS Handbook	
ETA 361 - Validation Handbook	
ETA 373 - Glossary of Program Terms and Definitions	
ETA 5-20 - Employer Services Activity Report	
ETA 5-32 - Disaster Payment Activities Under the Disaster Relief Act of 1974	
ETA 5-39 - Extended Benefit Data Reports	
ETA 5-210 - Weekly Claims Taking Activities	
ETA 563A & D - Monthly and Quarterly Report of Determination Allowance, Activities and Employability Service Under the Trade Act.	
ETA 581 - Contributions Operation Report	
ETA 586 - Report of Interstate Arrangement for Combining Employment and Wages	
ETA 5148D - Migrant and Non-Migrant Compliance Report	
ETA 5157 - Apprenticeship Information Centers Quarterly Reports	
ETA 5159 - Claims and Payment Activities Report	
MA 5-130 - Report of Benefit Appeal	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
	<p>Published Reports:</p> <ul style="list-style-type: none">Labor Force, Employment and Unemployment - By Place of ResidenceMaryland Labor Market DimensionsEmployment WatchCurrent Employment Survey Annual AveragesAnnual Planning Information ReportZoned Employment and Unemployment StatisticsBaltimore City Labor Force Indicators by Census TractAffirmative Action DataGlossary of Labor Market Information TermsSelected Topics in Labor Market InformationOccupational-Industrial Outlook - 1982Maryland Occupational Staffing PatternsEmployment and Payrolls Covered by the Unemploy- ment Insurance Law of MarylandClaims Processed for Unemployment Insurance Benefits as Provided by Maryland Unemployment Insurance Law, for Report Week and comparable Weeks in Previous YearMaryland Rural Manpower ReportWage Information DirectoryOccupational Wage InformationSupply and Demand Information	