DGS-650-1
REV. 7/86

**DEPARTMENT OF GENERAL SERVICES**
**Records Management Division**

SCHEDULE NO. 1203

PAGE NO. 1 of 3

# RECORDS RETENTION AND DISPOSAL SCHEDULE

Workers' Compensation Commission (AGENCY) — Support and all other (DIVISION)

| Item No. | Description | Retention |
|---|---|---|
| | This schedule supercedes Schedule numbers 359, 360, 369 & 427.<br><br>These records series are found in the offices of the Workers' Compensation Commission Support Department. | |
| 1. | Disbursement Records<br>These are detail records supporting all disbursements (except payroll) made by the agency; includes vendor invoices, purchase order copies, receiving documents, STARS 50-100, 50-101, 50-102, expense accounts (GAD X-5, X-3), interagency charges (Centrex State use, etc), vendor payment cards, refund authorizations. | Retain for three (3) years or until audited, whichever is later, and then destroy. |
| 2. | Revenue Records<br>These are daily bank deposit records and supporting detail. Includes certificates of deposits, bank deposit slips, and daily cash receipts listings. | Retain for three (3) years or until audited, whichever is later, and then destroy. |
| 3. | Accounting Control Records<br>These records consist of the following: STARS daily and monthly reports, STARS 120 adjustments, expenditure control ledger, and revenue control ledger. | Retain for three (3) years or until audited, whichever is later, and then destroy. |
| 4. | Purchasing Records<br>These are detail records documenting all purchases by the Commission for goods and services. They include:<br>A. Purchase Order Log;<br>B. Purchase Orders;<br>C. Purchase requisitions;<br>D. Bidding documentation;<br>E. Authorization (BB-4);<br>F. Contracts. | Retain for three (3) years or until audited, whichever is later, then destroy. |

(Continued)

Schedule Approved by Department, Agency, or Division Representative

| Date | Signature | Title |
|---|---|---|
| 7/21/89 | R. Rex Brookshire | Director of Administration |

Schedule Authorized by

| Date | State Archivist |
|---|---|
| 9/10/89 | |

| Item No. | Description | Retention |
|---|---|---|
| 5. | Payroll Records<br>Payroll records are only documentation of the calculation and payment of salaries. Personnel records are kept (and reported) separately. Included are:<br>A. Personnel action authorizations;<br>B. Overtime authorizations and time reports;<br>C. Exception time reports;<br>D. Payroll registers. | Retain for three (3) years or until audited, whichever is later, then destroy. |
| 6. | Work Funds Records<br>These are records of advances and disbursements made from two working funds (Workers' Compensation Commission and Subsequent Injury Fund). They include:<br>A. Cancelled checks;<br>B. Bank statements;<br>C. Advance records;<br>D. Fund balance reconciliation | Retain for three (3) years or until audited, whichever is later, then destroy. |
| 7. | Inventory Records<br>These records provide inventory control over the following Commission assets:<br>A. Furniture and Equipment;<br>B. Motor vehicles;<br>C. Forms and supplies,<br>Included within the above Inventory Records are:<br>A. Auto history file (for each car);<br>B. Vehicle inventory list;<br>C. Computerized equipment inventory list;<br>D. Perpetual Supplies Inventory cards. | Basically perpetual upon trade-in or disposal of vehicle or equipment, that item is removed from inventory. Documents supporting the removal are retained for three (3) years or until audited, whichever is later, and then destroyed. |
| 8. | Budget Records<br>These records support the annual budget process and include:<br>A. Budget estimates;<br>B. CPS letter and other correspondence with Dept. of Budget and Fiscal Planning;<br>C. Budget approval information;<br>D. Budget amendments. | Retain for three (3) years or until audited, whichever is later, and then destroy. |
| 9. | Accounts Receivable Records<br>There are three (3) major types of receivables:<br>A. Special tax for maintenance of Commission;<br>B. Assessments on Compensation awards;<br>C. Recovery of Uninsured Employer's Fund benefits paid;<br>The above receivable records include:<br>A. Reports of Insured Payroll;<br>B. Maintenance assessment calculation;<br>C. Detail account records (on computer);<br>D. Monthly accounts receivable reports;<br>E. Accounts Receivable to STARS monthly reconciliation. | Detail account records retained perpetually on microfische after purging from computer file when account has been inactive for over one year. All other records to be retained for three (3) years, or until audited, whichever comes later, and then destroy. |

(Continued)

| Item No. | Description | Retention |
|---|---|---|
| 10. | Claimant Account Payable Records<br>These are records of payments made to Workers' Compensation claimants who become eligible for benefits from either the Subsequent Injury Fund (SIF) or the Uninsured Employer Fund (UEF). The Workers' Compensation Commission Accounting Office makes payments in accordance with written authorization from SIF and UEF. Records include:<br>A. Payment authorization folders;<br>B. Detail account records (computer);<br>C. Disbursement lists;<br>D. Monthly accounts payable reports;<br>E. Monthly accounts payable to STARS. | Detail account records retained permanently on microfische after purging of computer file when one (1) year has passed since final payment. Payment authorization folders are retained for three (3) years beyond last payment, or until audited, whichever is later, and then destroyed. All other records are retained for three (3) years or until audited, whichever is later, and then destroyed. |
| 11. | Report Records<br>These records include:<br>A. STARS final reports for fiscal year;<br>B. Fiscal year closeout records;<br>C. SIF and UEF fund balance reports;<br>D. Report of Legislative auditor, etc. | Retain for five (5) years or until audited, whichever is later, and then destroy. |
| 12. | Basic Personnel Transaction Form - MS 310<br>This record documents all classification, employment status, code/program, working hours, grade/step and personal data:<br>A. Social Security No. D. Sex<br>B. Residence E. Name<br>C. Race F. Changes | Retain while employed and for three (3) years after date of separation or until audited, whichever is later, and then destroy. |
| 13. | Bi-Weekly Time Sheets - These computerized records keep a running total of the following by Employee Name, P.I.N. and Class:<br>A. Hours Worked<br>B. Holidays<br>C. Sick Leave (Certified)<br>D. Sick Leave (Uncertified)<br>E. Administrative Leave<br>F. Compensation Time<br>G. Annual Leave<br>H. Personnel Leave<br>I. Employment Date | Retain while employed and for three (3) years after date of separation or until audited, whichever is later, and then destroy. |
| 14. | Employee Leave Records contains:<br>A. Request for Leaves A-18<br>B. Late/Early Leave Slips<br>C. Sick Leave A-17 | Retain three (3) years and destroy. |
| 15. | Correspondence Files<br>Contains incoming, outgoing general correspondence intra-and inter-departmental memorandums, follow-up files, committee notes, etc. | Screen annually. Retain those materials which relate to policy, directives or history of W.C.C. permanently. Dispose of non-record materials when no longer needed. |

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION
2. DIVISION: Accounting
3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Disbursement Records
5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Detail records supporting all disbursements (except payroll) made by the agency. Includes vendor invoices, purchase order copies, receiving documents, STARS 50-100, 50-101, 50-102, expense account (GAD X-5, X-3), interagency charges (centrex, state use, etc), vendor payment cards, refund authorizations

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [x] LEGAL SIZE
- [ ] COMPUTER TAPE
- [x] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [x] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
12 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
4 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [x] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
room 970, 6 N. Liberty

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [ ] NONE
- [x] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [ ] NO

18. RECOMMENDED RETENTION
Retain for three years or until audited, whichever is later, and then destroy.

19. NAME AND TITLE OF PREPARER
John McCauley
Fiscal Administrator

20. TELEPHONE NUMBER
333-4745

21. DATE
5/30/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION

2. DIVISION: ACCOUNTING

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: REVENUE RECORDS

5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Daily bank deposit records and supporting detail. Includes certificates of deposit, bank deposit slip, and daily cash receipts listing.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☑ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☑ NUMERICAL
- ☑ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
1 (NUMBER)
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/3 (NUMBER)
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☑ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 (NUMBER) ☑ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
room 970, 6 N. Liberty St.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☑ NO

15. ACCESS RESTRICTIONS ☐ YES ☑ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☑ YES ☐ NO Each revenue item is indexed by a cash control number which includes the date received.

18. RECOMMENDED RETENTION
Retain for three years or until audited, whichever is later, and then destroy.

19. NAME AND TITLE OF PREPARER
John McCauley
Fiscal Administrator

20. TELEPHONE NUMBER
333-4745

21. DATE
5/30/89

DGS 550-1 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203 ✓



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION
2. DIVISION: ACCOUNTING
3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: ACCOUNTING CONTROL RECORDS
5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The control records consist of the following: STARS daily and monthly reports, STARS 120 adjustments, expenditure control ledger, and revenue control ledger.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ MICROFILM
- ☑ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☑ OTHER(SPECIFY) COMPUTER PRINT-OUT BINDERS

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☑ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☑ OTHER(SPECIFY) COMPUTER PRINT-OUT BINDERS

45 NUMBER

10. ANNUAL ACCUMULATION
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☑ OTHER(SPECIFY)

15 NUMBER

11. FILE IS USED: ☑ DAILY ☐ WEEKLY ☑ MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) ☑ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): Room 970 6 N. LIBERTY ST.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☑ YES ☐ NO SOME, IN COMPTROLLERS OFFICE

15. ACCESS RESTRICTIONS ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: ☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO

18. RECOMMENDED RETENTION: Retain for three years or until audited, whichever is later, and then destroy.

19. NAME AND TITLE OF PREPARER: JOHN McCAULEY, FISCAL ADMIN

20. TELEPHONE NUMBER: 333-4745

21. DATE: 5/30/89

DGS 550-1 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1202



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION

2. DIVISION: Accounting

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Detail records documenting all purchases by the Commission for goods and services. Includes: purchase order log, purchase orders, purchase requisitions, bidding documentation, BB-4 authorizations, contracts.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [x] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 (NUMBER)
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/3 (NUMBER)
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 (NUMBER)
- [x] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room 970, 6 N. Liberty St.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [x] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [x] YES
- [ ] NO

Purchase order number

18. RECOMMENDED RETENTION
Retain for 3 years or until audited, whichever is later, and then destroy.

19. NAME AND TITLE OF PREPARER
John McCauley
Fiscal Admin.

20. TELEPHONE NUMBER
333-4745

21. DATE
5/30/89

DGS 550-1 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION

2. DIVISION: ACCOUNTING

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: PAYROLL RECORDS

5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Payroll records are only documentation of the calculation and payment of salaries. Personnel records are kept (and reported) separately. Included: Personnel action authorizations, overtime authorizations and time reports, exception time reports, payroll registers.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☑ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☑ NUMERICAL
- ☑ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☑ DAILY ☐ WEEKLY ☑ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) ☑ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Room 970 6 N. LIBERTY ST.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☑ YES ☐ NO CENTRAL PAYROLL BUREAU COMPTROLLER'S OFFICE

15. ACCESS RESTRICTIONS ☐ YES ☑ NO
(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☑ NO

18. RECOMMENDED RETENTION
Retain for 3 years or until audited, whichever is later, then destroy

19. NAME AND TITLE OF PREPARER
JOHN McCAULEY
FISCAL ADMIN

20. TELEPHONE NUMBER
333-4745

21. DATE
5/30/89

DGS 550-1 (REV/ISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1202



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION

2. DIVISION: Accounting

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Working Funds Records

5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Record of advances and disbursements made from two working funds (WCC and SIF). Includes: cancelled checks, bank statements, advance record, fund balance reconciliation.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [x] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [x] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/3 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [x] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [x] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Room 970 6 N. Liberty St.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [ ] NONE
- [x] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [ ] NO

18. RECOMMENDED RETENTION: Retain for 3 years or until audited, whichever is later, then destroy.

19. NAME AND TITLE OF PREPARER: John McCauley, Fiscal Admin

20. TELEPHONE NUMBER: 333-4745

21. DATE: 5/30/89

DGS 550-1 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203 ✓



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION
2. DIVISION: ACCOUNTING
3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: INVENTORY RECORDS
5. EARLIEST YEAR/LATEST YEAR: — TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Records providing inventory control over the following Commission assets: Furniture and Equipment, Motor Vehicles, Forms and Supplies. Includes: Auto History File (for each car), Vehicle inventory list, computerized equipment inventory list, perpetual supplies inventory cards.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE ☐ MICROFILM
- ☑ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☑ OTHER(SPECIFY): COMPUTER FILE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☑ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME: 1 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION: 0 NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED: ☑ DAILY ☐ WEEKLY ☑ MONTHLY

12. FILE BECOMES INACTIVE AFTER NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): Room 970, 6 N. Liberty St.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☑ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: ☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☑ YES ☐ NO Item Tag # for equipment.

18. RECOMMENDED RETENTION: Inventory records as a whole are perpetual. Upon trade-in or disposal of vehicle or equipment that item is removed from inventory. Documents supporting the removal are retained for three years, or until audited, whichever is later, and then destroyed.

19. NAME AND TITLE OF PREPARER: JOHN McGAULEY, FISCAL ADMINISTRATOR

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-1 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203 1



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION
2. DIVISION: ACCOUNTING
3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: BUDGET RECORDS
5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Budget records support the annual budget process and include: Budget estimates, CPS letter and other correspondence with DBFP, budget approval information, budget amendments.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☑ LEGAL SIZE
- ☑ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☑ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 1 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- 1/3 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED: ☑ DAILY ☐ WEEKLY ☑ MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) ☑ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Room 970 6 N. Liberty St.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☑ YES ☐ NO DBFP

15. ACCESS RESTRICTIONS ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: ☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO

18. RECOMMENDED RETENTION: Retain for three years or until audited, whichever is later, and then destroy.

19. NAME AND TITLE OF PREPARER: John McCauley, Fiscal Admin

20. TELEPHONE NUMBER: 333-4745

21. DATE: 5/30/89

DGS 550-1 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION
2. DIVISION: ACCOUNTING
3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: ACCOUNTS RECEIVABLE RECORDS
5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

There are 3 major types of receivable: ① Special Tax for Maintenance of Commission, ② assessments on compensation awards, ③ recovery of UEF benefits paid. Records include: Reports of Insured Payroll, maintenance assessment calculation, detail account records (on computer), monthly accounts receivable reports, A/R to STARS monthly reconciliations.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] MICROFILM (WILL BE)
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [x] OTHER(SPECIFY): COMPUTER FILE, COMPUTER PRINT-OUTS

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [x] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER

11. FILE IS USED: [x] DAILY [ ] WEEKLY [x] MONTHLY

12. FILE BECOMES INACTIVE AFTER: / NUMBER [ ] MONTH(S) [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): Room 970 6 N. LIBERTY ST.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [x] NO

15. ACCESS RESTRICTIONS [ ] YES [x] NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: [ ] NONE [x] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [x] YES [ ] NO INSURER CODE, CLAIM NUMBER

18. RECOMMENDED RETENTION: Detail account records retained perpetually on microfiche after purging from computer file when account has been inactive for over 1 year. All other records retain for three years or until audited, whichever no later, then destroy

19. NAME AND TITLE OF PREPARER: JOHN McCALLEY, FISCAL ADMIN

20. TELEPHONE NUMBER: 333-4745

21. DATE: 5/30/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1203



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION

2. DIVISION: ACCOUNTING

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: CLAIMANT ACCOUNT PAYABLE RECORDS

5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Record of payments made to workers compensation claimants who become eligible for benefits from either the Subsequent Injury Fund or the Uninsured Employers Fund. The WCC Accounting Office makes payments in accordance with written authorization from SIF and UEF. Records include: payment authorization folders, detail account records (computer), disbursement lists, monthly accounts payable reports, monthly A/P to STARS reconciliation

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☑ MICROFILM (WILL BE)
- ☑ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☑ OTHER(SPECIFY): COMPUTER FILE, COMPUTER PRINT-OUTS

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☑ NUMERICAL
- ☑ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: 8

10. ANNUAL ACCUMULATION
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: 2

11. FILE IS USED
- ☑ DAILY
- ☐ WEEKLY
- ☑ MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 NUMBER
- ☐ MONTH(S)
- ☑ YEAR(S) FOLLOWING LAST PAYMENT

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): Room 970 6 N. LIBERTY ST.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- ☐ YES
- ☑ NO

15. ACCESS RESTRICTIONS
- ☐ YES
- ☑ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- ☐ NONE
- ☑ STATE
- ☐ FEDERAL
- ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- ☑ YES
- ☐ NO

CLAIM NUMBER

18. RECOMMENDED RETENTION: Detail account records retained permanently on microfiche after purging of computer file when 1 year has passed since final payment. Payment authorization folders are retained for → OVER

19. NAME AND TITLE OF PREPARER: JOHN McCALLEY, FISCAL ADMIN

20. TELEPHONE NUMBER: 333-4745

21. DATE: 5/30/89

RECEIVED
AUG 29 1989
MARYLAND STATE ARCHIVES

3 years beyond last payment, or until audited, whichever is later, and then destroyed. all other records are retained for 3 years, or until audited, whichever is later, and then destroyed.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

1703 ✓



1. DEPARTMENT/AGENCY: WORKERS' COMPENSATION COMMISSION

2. DIVISION: ACCOUNTING

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Report Records

5. EARLIEST YEAR/LATEST YEAR: ____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Includes: STARS final reports for fiscal year, fiscal year closeout records, SIF and UEF fund balance reports, Report of Legislative auditor, etc.

7. RECORD SERIES FORMAT(S)
- ☑ LETTER SIZE
- ☐ MICROFILM
- ☑ LEGAL SIZE
- ☐ COMPUTER TAPE
- ● BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☑ OTHER(SPECIFY) COMPUTER PRINT-OUT BINDERS

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☑ NUMERICAL
- ☑ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 3 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- 1 NUMBER
- ☑ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED: ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) ☑ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): Room 970 6 N. Liberty St.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☑ YES ☐ NO Some

15. ACCESS RESTRICTIONS ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: ☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO

18. RECOMMENDED RETENTION: Retain for 5 years or until audited, whichever is later, and then destroy.

19. NAME AND TITLE OF PREPARER: John McCauley, Fiscal Admin.

20. TELEPHONE NUMBER: 333-4745

21. DATE: 5/30/89

DGS 550-1 (REVISED 2/87)

1203

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 580-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY



1. DEPARTMENT/AGENCY: WCC
2. DIVISION: Support
3. UNIT: Personnel

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Basic Personnel Transaction Form MS310
5. EARLIEST YEAR/LATEST YEAR: ____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This record documents all classifications, employment status, code/program, working hours, grade/step, personal data.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 1

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 3 lin feet

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): 923 MSDE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [x] YES
- [ ] NO

State DOP

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [x] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION: While employed and for three (3) years after date of separation, or until audited, whichever is later, and then destroy

19. NAME AND TITLE OF PREPARER: ANNE DUGAN, PERSONNEL ASSOC.

20. TELEPHONE NUMBER: (301) 333-4752

21. DATE: 7/17/89

1203

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 580-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY



1. DEPARTMENT/AGENCY: WCC
2. DIVISION: Support
3. UNIT: Personnel

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Bi Weekly Time Sheet Records
5. EARLIEST YEAR/LATEST YEAR: 1986 TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

These computerized records keep a running total of time used + remaining and is updated every 2 weeks. Each employee + their supervisor retains a copy.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☒ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY): 14 X 17 Computer

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) ____

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: 1

10. ANNUAL ACCUMULATION
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: ½

11. FILE IS USED: ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER: NUMBER 3 ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Rm 923 MSDE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☒ YES ☐ NO Employee + supervisor

15. ACCESS RESTRICTIONS ☒ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO

18. RECOMMENDED RETENTION: Retain while employed and for three (3) years after date of separation, or until audited, whichever is later, and then destroy

19. NAME AND TITLE OF PREPARER: Anne Dugan, PERSONNEL ASSOC.

20. TELEPHONE NUMBER: (301) 333-4752

21. DATE: 7/17/89

DGS 580-1 (REVISED 2/87)

1703

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

PAGE 21 OF 22

1. DEPARTMENT/AGENCY: WCC

2. DIVISION: Administrator Support + Secretary Offices

3. UNIT: Support Office

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Attendance Records of Employees Form

5. EARLIEST YEAR/LATEST YEAR: ____ TO NA

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Personnel associate maintains attendance files with assistance of Administrator Support Secretary + Admin. Support. Vacation, sick leave, admin. leave, etc in 1 drawer of 3-drawer lateral file

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) ____

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) ____

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER NA NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Rm 950 MDE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)) COMAR Title 06.01.42F

16. AUDIT REQUIREMENTS
- [ ] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION: Retain Permanently

19. NAME AND TITLE OF PREPARER: J. Lemonds Administrator Support

20. TELEPHONE NUMBER: 333-4777

21. DATE: 6/13/89

DGS 550-4 (REVISED 2/87)

1703

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

PAGE 22 OF 22

1. DEPARTMENT/AGENCY: WCC

2. DIVISION: all

3. UNIT: all

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Correspondence Files

5. EARLIEST YEAR/LATEST YEAR: _____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contain incoming/outgoing, intra- and inter-departmental memorandums, follow-up files, committee notes, etc

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [x] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

20 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

4 NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): THROUGHOUT WCC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE).
- [x] YES
- [ ] NO by sender or receiving office

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION: Purge perpetually or at least annually

19. NAME AND TITLE OF PREPARER: J.G. LEMONDS ADMINISTRATOR SUPPORT

20. TELEPHONE NUMBER: (301) 333-4777

21. DATE: 7/17/89

DGS 550-1 (REVISED 2/87)